

Catering Service Adjustment Request

Date: _____

To: [Catering Service Name]

Attn: [Catering Manager's Name]

Address: [Catering Service Address]

Dear [Catering Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the guest count for our upcoming event scheduled on [Event Date].

Initially, we estimated a guest count of [Original Guest Count]. However, after further consideration, we would like to adjust the count to [New Guest Count].

We kindly ask that you confirm this adjustment as soon as possible, along with any implications it may have on our catering arrangements.

Thank you for your attention to this matter. We greatly appreciate your assistance and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]