

Catering Service Confirmation

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to confirm your catering service for the upcoming community festival on [insert festival date]. We appreciate the opportunity to serve you and your guests.

Order Details:

- **Event Date:** [Insert Date]
- **Location:** [Insert Venue Name and Address]
- **Number of Guests:** [Insert Number]
- **Menu Selections:**
 - [Insert Menu Item 1]
 - [Insert Menu Item 2]
 - [Insert Menu Item 3]
- **Service Style:** [Insert Service Style]
- **Setup Time:** [Insert Time]

Please review the details above and confirm if everything is correct. If you have any further requests or questions, feel free to reach out to us.

Thank you for choosing [Catering Company Name]. We look forward to making your event a great success!

Sincerely,

[Your Name]

[Your Position]

[Catering Company Name]

[Contact Information]