

Catering Service Inquiry for Corporate Event

Dear [Catering Service Provider's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about catering services for an upcoming corporate event we are organizing on [Event Date] at [Event Location].

We expect approximately [Number of Guests] attendees and would like to discuss potential menu options, pricing, and services offered. The event will include [brief description of the event, e.g., a formal dinner, buffet lunch, etc.].

Could you please provide information on the following:

- Menu options and pricing
- Availability for the event date
- Staffing services and equipment rental
- Any additional services you offer

Please let me know a convenient time for us to discuss this further. Thank you for your assistance, and I look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]