

Subject: Catering Service Pricing Options Negotiation

Dear [Caterer's Name],

I hope this message finds you well. I am reaching out to discuss our upcoming event scheduled for [Event Date] and the catering services you provide.

After reviewing your proposed menu and pricing options, we appreciate the variety and quality of services you offer. However, we are working within a specific budget for this event and would like to explore some alternative pricing options that could align with our financial constraints.

Would you be open to discussing adjustments to the menu items, portion sizes, or possibly including package deals that could help reduce costs? Our goal is to create a memorable experience for our guests, and we believe that collaborating on this will benefit both our needs.

Please let me know a convenient time for you to discuss this further. We look forward to your response and hope to reach an agreement that works for both parties.

Thank you for your attention to this matter.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]