

Catering Service Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

Thank you for considering [Your Catering Company Name] for your wedding reception on [Event Date]. We are delighted to present our catering proposal tailored to make your special day unforgettable.

Event Details

Date: [Event Date]

Location: [Venue Address]

Guest Count: [Estimated Number of Guests]

Catering Services Offered

- Customized Menu Selection
- Professional Staff Services
- Setup and Cleanup
- Tableware and Linens

Menu Options

We offer a variety of menu selections, including:

- Appetizers: [List Examples]
- Main Courses: [List Examples]
- Desserts: [List Examples]

Pricing

The estimated cost per person is [Cost] based on [Number of Courses]. A detailed breakdown is available upon request.

Next Steps

We would love to discuss this proposal further and help you customize the perfect menu for your wedding. Please feel free to reach out via email or phone at [Your Contact Information].

Thank you for considering [Your Catering Company Name]. We look forward to the opportunity to serve you on your special day.

Sincerely,

[Your Name]

[Your Title]

[Your Catering Company Name]

[Your Contact Information]