

Catering Service Confirmation

Date: [Insert Date]

Dear [Client's Name],

We are pleased to confirm your catering service for the upcoming community event scheduled on [Event Date] at [Event Location]. We appreciate the opportunity to serve you and your guests.

Details of the catering service are as follows:

- **Event:** [Event Name]
- **Date & Time:** [Event Date and Time]
- **Venue:** [Event Location]
- **Number of Guests:** [Number]
- **Menu Selected:** [Menu Details]
- **Service Style:** [Service Style]
- **Special Requests:** [Special Requests]

Our team will arrive [Insert Arrival Time] to set up and ensure everything is prepared for your event. Please feel free to reach out if you have any additional requests or questions.

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

Sincerely,

[Your Name]

[Your Position]

[Catering Company Name]

[Contact Information]