

# Catering Service Confirmation

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

Thank you for choosing [Your Catering Company Name] for your upcoming corporate event. We are pleased to confirm the details of our catering services as follows:

## Event Details

**Event Date:** [Insert Event Date]

**Event Time:** [Insert Event Time]

**Location:** [Insert Event Location]

**Number of Guests:** [Insert Number of Guests]

## Catering Menu

- [Menu Item 1]
- [Menu Item 2]
- [Menu Item 3]

## Additional Services

[List any additional services, e.g., setup, cleanup, staff, equipment rental]

Please review the details and let us know if you have any changes or additional requests. We look forward to providing you with exceptional service.

Thank you!

Sincerely,

[Your Name]

[Your Title]

[Your Catering Company Name]

[Your Contact Information]