

Catering Service Confirmation

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to confirm your catering service for the upcoming formal dinner scheduled on [Event Date]. Below are the details of our arrangement:

Event Details:

- Event Date: [Insert Date]
- Event Time: [Insert Time]
- Location: [Insert Venue]
- Number of Guests: [Insert Number]

Catering Menu:

- [Dish 1]
- [Dish 2]
- [Dish 3]
- [Dessert]
- [Beverages]

Service Details:

- Setup Time: [Insert Time]
- Number of Staff: [Insert Number]
- Cleanup Service: [Yes/No]

If you have any questions or require additional services, please do not hesitate to contact us.

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

Sincerely,

[Your Name]

[Your Position]

[Your Catering Company Name]

[Your Phone Number]
[Your Email Address]