

# Catering Service Confirmation

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Dear [Client Name],

We are pleased to confirm our catering services for your upcoming fund-raising event scheduled on [Event Date] at [Event Location]. Thank you for choosing [Catering Company Name] to be a part of your special occasion.

## Event Details:

- Event Date: [Event Date]
- Event Time: [Start Time] to [End Time]
- Number of Guests: [Estimated Number of Guests]
- Catering Package: [Selected Package Name]
- Menu: [Brief Description of Menu]

Please find attached our catering agreement which outlines all the details of our services. Kindly review and sign the document as confirmation.

If you have any questions or need further assistance, please feel free to reach out to us at [Contact Information].

We look forward to helping make your fund-raising event a great success!

Best regards,

[Your Name]

[Your Title]

[Catering Company Name]

[Contact Information]