

# Catering Service Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[School Name]

[School Address]

Dear [Recipient's Name],

Thank you for choosing [Your Catering Company Name] for the upcoming school event on [Event Date]. We are pleased to confirm the details of our catering service as follows:

## Event Details:

- Event Type: [Type of Event]
- Number of Guests: [Estimated Number of Guests]
- Event Location: [Location of Event]
- Service Time: [Start Time] - [End Time]

## Menu Selection:

[List the selected menu items]

## Payment Details:

Total Cost: [Total Amount]

Payment Method: [Payment Method]

Please review the details above and let us know if everything is accurate. If you have any further questions or require modifications, feel free to contact us at [Your Contact Information].

We look forward to serving you and making your event a success!

Sincerely,

[Your Name]

[Your Position]

[Your Catering Company Name]

[Your Contact Information]