

Confirmation of Catering Service for Wedding Reception

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for choosing [Catering Company Name] for your wedding reception on [Wedding Date]. We are excited to be a part of this special occasion and appreciate the opportunity to serve you.

Event Details:

Event Date: [Insert Date]

Event Location: [Insert Venue Name and Address]

Guest Count: [Insert Number of Guests]

Catering Package: [Insert Details of the Package Selected]

Payment Details:

Total Amount: [Insert Total Amount]

Deposit Received: [Insert Deposit Amount]

Balance Due By: [Insert Due Date]

If you have any special requests or changes, please do not hesitate to reach out. We are here to ensure your wedding reception is memorable and enjoyable.

Thank you once again for choosing [Catering Company Name]. We look forward to serving you and your guests!

Sincerely,

[Your Name]

[Your Position]

[Catering Company Name]

[Phone Number]

[Email Address]