

Inquiry for Corporate Gourmet Catering Services

Dear [Catering Company Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We are currently planning a corporate event and are interested in exploring gourmet catering services.

Our event will take place on [Event Date] and we expect approximately [Number of Attendees] attendees. We are looking for a menu that can accommodate a variety of dietary preferences and requirements, including vegetarian and gluten-free options.

Could you please provide us with information on your catering packages, pricing, and availability for our event date? Additionally, if possible, we would appreciate any sample menus or references from previous corporate events you have catered.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]