

Inquiry for Gourmet Food Catering Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Catering Company Name]

[Catering Company Address]

[City, State, Zip Code]

Dear [Catering Company Name],

I hope this message finds you well. I am planning an upcoming event on [Event Date] and am interested in your gourmet food catering services.

The event will be held at [Event Venue] and is expected to have approximately [Number of Guests] attendees. I would love to understand more about your menu options and pricing, as well as any special dietary accommodations you may offer.

Please let me know if you have availability for this date and any packages you may have that would suit my needs.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]