

# Letter of Clarification on Cafeteria Pricing and Meal Plans

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the current pricing structure and meal plans available at our cafeteria. We understand that clear communication regarding these details is crucial for our students and staff.

The following outlines our cafeteria pricing:

- Breakfast: \$[Insert Price]
- Lunch: \$[Insert Price]
- Dinner: \$[Insert Price]
- Snack Options: Starting at \$[Insert Price]

Regarding meal plans, we offer the following options:

- Basic Meal Plan: \$[Insert Price] per semester (includes [details])
- Premium Meal Plan: \$[Insert Price] per semester (includes [details])
- Family Meal Plan: \$[Insert Price] per semester (includes [details])

We encourage everyone to review these options and reach out if there are any questions or concerns. It is our goal to ensure that all members of our community are informed and satisfied with our cafeteria services.

Thank you for your attention to this matter, and please do not hesitate to contact me directly at [Your Email] or [Your Phone Number] for any further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]