

Catering Service Proposal

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Subject: Catering Service Proposal for [Event Name]

Dear [Client's Name],

Thank you for considering [Your Company Name] for your upcoming event on [Event Date]. We are excited about the opportunity to provide catering services for [Event Name].

Proposed Menu:

- Appetizer: [Appetizer Name]
- Main Course: [Main Course Name]
- Dessert: [Dessert Name]

Service Details:

We offer the following services to ensure a seamless experience:

- Setup and cleanup
- On-site catering staff
- Equipment rental

Pricing:

The estimated cost for your event is [Total Price]. This includes food, service staff, and equipment rental.

Please feel free to reach out if you have any questions or would like to discuss this proposal further. We look forward to the possibility of working together to make [Event Name] a memorable occasion.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]