

Private Dining Event Proposal

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Proposal for Intimate Dinner Party

Dear [Client's Name],

Thank you for considering our venue for your upcoming intimate dinner party. We are thrilled to present you with a customized proposal designed to create an unforgettable experience for you and your guests.

Event Details

Date: [Insert Event Date]

Time: [Insert Event Time]

No. of Guests: [Insert Number of Guests]

Menu Options

We offer a variety of menu options to cater to your preferences:

- Appetizers: [List options]
- Main Courses: [List options]
- Desserts: [List options]
- Drinks: [List options]

Ambiance and Decor

To create an intimate atmosphere, we will provide:

- Elegant table settings
- Soft lighting
- Customized floral arrangements

Pricing

The total estimated cost for your event, including food, drinks, and decor, is [Insert Cost]. This proposal is flexible, and we can adjust it based on your specific needs.

We would love the opportunity to discuss this proposal further. Please let us know a convenient time for you to meet or talk on the phone.

Thank you for considering us for your intimate dinner party. We look forward to creating a memorable evening for you and your guests.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company's Name]