

Menu Portion Adjustment Communication

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to our menu portions that will take effect as of [Insert Effective Date].

After careful consideration and feedback from our valued customers, we have decided to [briefly explain reason for adjustment, e.g., "enhance the dining experience," "better align with current market trends," etc.]. As part of this update, we will be modifying the portion sizes of [specific menu items].

The new portion sizes will [describe changes, e.g., "be slightly increased/decreased to better suit our attendees," etc.]. We believe this will not only improve the overall satisfaction but also contribute to a more pleasant dining experience.

We appreciate your understanding and support as we implement these changes. If you have any questions or concerns, please feel free to reach out to us at [contact information].

Thank you for your continued patronage.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]