

Dear [Recipient's Name],

We hope this message finds you well. As we prepare for upcoming school events, we would like to ensure that all dietary needs are accommodated.

General Dietary Restrictions

- **Allergies:** Please inform us of any food allergies, including but not limited to nuts, dairy, gluten, and seafood.
- **Vegetarian/Vegan:** Let us know if you require vegetarian or vegan options for meals.
- **Halal/Kosher:** Please indicate if you require halal or kosher food selections.
- **Diabetic:** We are happy to provide options suitable for those with diabetes.

We appreciate your collaboration in helping us create a safe and enjoyable environment for all participants. Please respond by [date] with any dietary restrictions or preferences.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]