

Inquiry about Lunch Menu Personalization

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the options available for personalizing the lunch menu for our upcoming event on [insert date]. We would like to ensure that our menu meets the dietary preferences and requirements of our attendees.

Could you please provide information on the following:

- Available options for vegetarian, vegan, and gluten-free meals
- Customization options for the main courses and sides
- Any additional costs associated with personalization

Thank you for your assistance. I look forward to your prompt response so we can finalize the arrangements.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]