

# Catering Service Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for considering [Your Restaurant Name] for your catering needs. We are delighted to present this proposal for our catering services for your upcoming event on [Event Date].

## Event Details

**Event Type:** [Type of Event]

**Number of Guests:** [Estimated Number]

**Location:** [Event Venue]

## Catering Package

We are pleased to offer the following menu options:

- [Menu Item 1]
- [Menu Item 2]
- [Menu Item 3]
- [More Menu Items]

The total cost for the above package is **[\$[Total Amount]**, which includes setup and breakdown, service staff, and any necessary equipment.

## Next Steps

Please review the proposal and feel free to reach out with any questions or modifications. We look forward to the opportunity to serve you and contribute to the success of your event.

Thank you once again for considering [Your Restaurant Name]. We hope to hear from you soon!

Sincerely,

[Your Name]

[Your Title]

[Your Restaurant Name]

[Contact Information]