

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the deposit requirements for a private dining event at [Venue/Restaurant Name]. We are considering hosting an event on [Date] for approximately [Number of Guests] guests.

Could you please provide details regarding the deposit amount, payment methods, and any deadlines we should be aware of? Additionally, if there are any specific terms or conditions related to the deposit, I would appreciate that information as well.

Thank you for your assistance. I look forward to your prompt reply.

Best regards,

[Your Name]

[Your Contact Information]

[Your Company/Organization Name]