

Business Inquiry Letter Format for Catering Services

Date: [Insert Date]

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Catering Company Name]

[Contact Person (if known)]

[Catering Company Address]

[City, State, ZIP Code]

Subject: Inquiry Regarding Catering Services

Dear [Recipient's Name/To Whom It May Concern],

I am writing to inquire about your catering services for an upcoming event organized by [Your Company/Organization Name]. We are interested in exploring your offerings and would appreciate detailed information regarding your menu options, pricing, availability, and any additional services you provide.

Event Details:

- **Type of Event:** [e.g., Corporate Meeting, Wedding, Seminar, etc.]
- **Date and Time:** [Event Date and Time]
- **Number of Guests:** [Approximate Number]
- **Venue/Location:** [Event Location]
- **Special Requirements:** [e.g., Vegetarian/Vegan Options, Allergies, Equipment, Waitstaff, etc.]

Kindly provide us with the following information:

- Sample menus and package options
- Pricing and payment terms
- Availability for the event date
- Inclusion of additional services (setup, cleanup, service staff, etc.)

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further details. I look forward to your prompt response so we can finalize our arrangements.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]