

Official Canteen Proposal Letter

Dear [Recipient Name],

I am writing to propose the establishment of a canteen within [Organization/School Name]. The purpose of this initiative is to provide healthy and affordable food options to students and staff while promoting a convenient and hygienic environment.

The proposed canteen would operate from [Proposed Hours], offering a variety of meals, snacks, and beverages. We have identified a suitable location within the premises that meets safety and accessibility standards. Additionally, we are committed to adhering to all health and safety regulations.

We hope you will consider this proposal and grant approval to proceed with planning and implementation.

Sincerely,

[Your Name]

[Position/Title]

[Contact Information]

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