

Preliminary Canteen Proposal

Dear [Recipient Name],

We are considering the introduction of a canteen at [Organization Name] and would like to present a preliminary proposal for your review. The canteen aims to provide meals, snacks, and beverages to students and staff in a hygienic and convenient manner.

This is a provisional plan pending approval of budget, space, and operational feasibility. Once confirmed, a detailed plan including menu, pricing, and staffing will be submitted.

Thank you for your consideration.

Sincerely,

[Your Name]

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