

Formal Catering Proposal Letter for Corporate Event

Subject: Catering Proposal for [Company Name] Annual Event

Dear [Recipient Name],

We are pleased to submit our proposal to provide catering services for your upcoming corporate event on [date]. Our team at [Catering Company Name] specializes in delivering high-quality cuisine and professional service tailored to your event needs.

Our proposed menu includes [brief menu description], with options for dietary restrictions and preferences. We also offer full setup, service staff, and cleanup to ensure a seamless experience.

Attached is a detailed quotation outlining pricing, menu options, and service terms. We are confident that our expertise will contribute to the success of your event.

We look forward to the opportunity to serve you.

Sincerely,

[Your Name]

[Position]

[Catering Company Name]

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