

Provisional Catering Proposal for Preliminary Approval

Subject: Preliminary Catering Proposal for [Event Name]

Dear [Recipient Name],

This letter serves as a provisional catering proposal for your upcoming [Event Name] on [date]. Our initial menu suggestions include [brief menu description] and we are open to adjustments based on your feedback.

We aim to provide high-quality service and culinary excellence while staying within your budget.

Once preliminary approval is received, we will submit a detailed and finalized proposal.

We appreciate the opportunity to collaborate and look forward to your response.

Sincerely,

[Your Name]

[Position]

[Catering Company Name]

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