**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12385&utm_source=template-word&utm_medium=content&utm_campaign=Catering+Business+Proposal+Letter-word-12385&lpa=Catering+Business+Proposal+Letter+word+12385)Catering Business Proposal Letter Template**

**Client Name | Client Company | Event Name | Event Location | Date: MM/DD/YY**

**Dear (Client’s Name),**

**Thank you for the opportunity to propose our catering services for your upcoming event. We’re excited about the possibility of bringing your vision to life through carefully curated menus, thoughtful service, and seamless event support.**

**Proposal Overview** *Summarize the event type and the catering solution you are proposing.*

|  |
| --- |
|  |

**Client Vision and Event Objectives** *Describe the client’s preferences and goals for the event.*

|  |
| --- |
|  |

**Proposed Catering Services** *Outline the specific catering components you’re offering.*

|  |
| --- |
|  |

**Menu Highlights and Dietary Considerations** *Mention any standout dishes, themes, and guest needs.*

|  |
| --- |
|  |

**Service Approach and Style** *Clarify the format and flow of food service.*

|  |
| --- |
|  |

**Estimated Cost and Payment Terms** *Present high-level pricing and terms.*

|  |
| --- |
|  |

**Why Choose Us and Next Steps** *Reinforce your credibility and call to action.*

|  |
| --- |
|  |

Sincerely,

**Name | Catering Company | Email | Phone**

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |