**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.*

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

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

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

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

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

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

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Sincerely,

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

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