**Make Inquiries**

You want to order catering services for your company’s end-of-year luncheon for 60 people. Write an email and include a subject line requesting the following information from a catering company:

• the menu and price list

• the possibility of having vegetarian, kosher or halal dishes

• what can be included: plates, silverware, linens, etc.

• how many servers will be available

• any other details that may be relevant

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Subject: Enquiry about catering services for a luncheon of 60 people

Dear Catering Services Manager,

My name is Kai and I represent Company ABC. I am writing to enquire about the catering services that are offered by your company. Our company is planning to arrange an end-of-year luncheon for 60 people on December 19, 2023 at 1:00 PM and the event will be hosted at 123 Yonge Street.

May I know if you can provide the following information to us?

* the menu and price list
* the possibility of having vegetarian, kosher or halal dishes
* the cost of including plates, silverware, linens, etc.
* the number of servers available
* any other details that may be relevant

I am looking forward to your reply. If you require any further information on this, please feel free to contact me via email or at xxx-xxx-xxx.

I appreciate your time and assistance regarding this matter.

Best Regards,

Kai Hung Ho