December 12, 2016

Ms. Hannah Hahn

548 N. Mulberry St.

Baltimore, MD 21201

Dear Hannah,

As you can imagine, planning for our spring season of job fairs has already begun. I am securing venues, renting furniture, and procuring other items. I’m certain that you, too, have been busy with catering seasonal parties and celebrations. Upon reviewing the logistics of last year’s job fairs, I was reminded of how pleased we were with your catering services at the Health Care Job Fair last year. We received so much positive feedback from the employers that we would like to hire you to cater the same event this year. This year it is scheduled for February 22. Similar to last year, we’d like you to prepare a lunch for the employers plus an assortment of bite-sized snacks and beverages to be available in the afternoon.

In addition, before we offer them to any other caterers, would you be available and interested in catering any of the following job fairs?

* Non-Profit Job Fair: March 10-11
* Education Job Fair: April 19
* Collegiate Job Fair: May 19-20
* Technology Job Fair: September 13
* Engineering Job Fair: October 4

To give you a better idea of the scope of each job, the table below indicates our needs for each event. I’ve also included information about our catering budget for each job fair. Please consider all this information and let me know your thoughts. We would be thrilled if you could work with us at all our events.

Sincerely,

Marisol Campos, Event Planner