[Sender Name]

 [Sender Address]

To,

[Name of Recipient]

[Recipient’s Company Name & Address]

Date:

**Subject: Inquiry Letter for Catering Services**

Dear Mr/Mrs.[Name of Recipient],

I am writing this letter to get some details about your catering services. I want to know about the catering services for the event of [mention event name and details].

As you are a well reputed organization in this industry so our company [mention company name] were planning to have all the arrangements made by your catering company, for this particular event. We have seen your agency advertisement at our local newspaper. Please inform us with all the information about the catering services that you offer.

[Provide them specific details like where the event will be held, how many guests you will be expecting etc, and ask them specific questions like, the amount they will charge for catering the event, how many items can they able to provide, any discounts available, etc].

Please find the attached documents for the requirements of the process. Kindly, look into the matter and let us know the enquired questions.

If you have any further queries, feel free to contact us at [mention contact details like, phone number and email address, etc.]

Looking forward to your positive response.

Yours Sincerely,

[Sender Name]

[Sender Contact Details]