

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Catering Manager

JW Marriott [Location Name]

[Hotel Address]

[City, State, Zip Code]

Dear Catering Manager,

I hope this letter finds you well. I am writing to inquire about catering services for an upcoming event we are planning.

****Event Details:****

- ****Event Type:**** [e.g., Wedding, Corporate Meeting, Birthday, etc.]
- ****Date and Time:**** [Specify date and time]
- ****Number of Guests:**** [Estimate number of attendees]
- ****Location of the Event:**** [Specify if it will be at the hotel or elsewhere]

****Catering Requirements:****

- ****Menu Preferences:**** [Specify any preferences or dietary restrictions, if any]
- ****Service Style:**** [e.g., Buffet, Plated, Family Style]
- ****Additional Needs:**** [e.g., linens, tableware, beverages, etc.]

We would appreciate any information on your catering packages, pricing, and availability for the mentioned date. If possible, I would love to schedule a meeting to discuss this in detail.

Thank you for your attention to this request. I look forward to hearing from you soon.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Company/Organization]