

Subject: Lunch Request for Team Meeting

Dear Team,

I hope this message finds you well. We have an upcoming team meeting scheduled for [date] at [time]. To ensure everyone is well-fed and energized, I would like to request lunch arrangements.

Details:

- Date: [insert date]
- Time: [insert time]
- Location: [insert location]
- Number of attendees: [insert number]
- Dietary preferences/restrictions: [insert any known preferences/restrictions]

Preferred options:

1. [Option 1]
2. [Option 2]
3. [Option 3]

Please let me know if you have any other suggestions or preferences.

Thank you!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]