

Subject: Lunch Request for Upcoming Meeting

Dear [Recipient's Name],

I hope this message finds you well. I would like to request your assistance in arranging lunch for our upcoming meeting scheduled on [date] at [time].

Meeting Details:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]
- Number of Attendees: [Insert Number]
- Dietary Preferences: [Insert any known dietary restrictions or preferences]

Please let me know if you need any additional information or if there are any recommended caterers. Thank you for your help!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]