

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
Qdoba Mexican Eats  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request information regarding catering services for an upcoming event we are hosting on [Event Date].

Details of the Event:

- Event Type: [e.g., corporate meeting, wedding, birthday party]
- Number of Guests: [Estimated Guest Count]
- Event Location: [Venue Address]
- Desired Menu Options: [Preferred dishes or dietary restrictions]
- Service Style: [e.g., buffet, boxed lunches, family-style]
- Event Start Time: [Time]
- Event Duration: [Duration]

We would appreciate your menu recommendations and any additional information regarding pricing, delivery options, and setup services. Thank you for your assistance. I look forward to your prompt response.

Warm regards,

[Your Name]  
[Your Title/Organization, if applicable]