

[Your Name/Company Name]  
[Your Phone Number]  
[Your Email Address]  
[Date]

To [Lead Name],

I am writing to you at the suggestion of **[Referrer Name]**, who mentioned that you are currently planning an upcoming event for **[Event Date or Occasion]**. [Referrer Name] spoke very highly of your vision for the occasion, and suggested that our catering services would be a perfect fit for your needs.

At [Your Company Name], we specialize in creating bespoke culinary experiences for [Event Type, e.g., corporate galas/intimate weddings]. Whether you are looking for a formal multi-course dinner or a casual themed buffet, we prioritize fresh ingredients, exceptional presentation, and seamless service.

I have attached our current seasonal menu and a brief overview of our service packages for your review. I would welcome the opportunity to discuss your specific requirements and provide a customized proposal to help make your event a success.

Thank you for your time and consideration. I look forward to the possibility of working with you.

Best regards,

[Signature]  
[Your Printed Name]  
[Your Title]