

To: [Event Coordinator/Planning Committee Name]

From: [Your Name]

Date: [Date]

Subject: Dietary Accommodation Request for [Event Name]

Dear [Name],

I am writing to confirm my attendance at the upcoming [Event Name] scheduled for [Date].

To ensure I can participate fully in the catered portions of the event, I would like to formally request a meal accommodation based on my religious dietary requirements. Specifically, I require meals that are:

- [Insert specific requirement, e.g., Halal / Kosher / No Pork / No Alcohol]

Please let me know if you need any further clarification regarding these requirements or if there is a specific catering form I should complete.

Thank you for your assistance in making this event inclusive.

Best regards,

[Your Signature]

[Your Job Title]

[Your Department]