

Dear [Employee Name],

We are excited to invite you to our Annual Corporate Retreat taking place from [Start Date] to [End Date] at [Location Name].

To ensure that everyone has an enjoyable experience, we are currently finalizing our catering menus. We want to accommodate all dietary needs, including food allergies, intolerances, and lifestyle preferences (e.g., Vegetarian, Vegan, Halal, Kosher, Gluten-Free).

Please provide your dietary information by completing the section below:

Dietary Requirements:

- Specific Allergies (e.g., Peanuts, Shellfish, Dairy): _____
- Dietary Preferences (e.g., Vegan, Vegetarian): _____
- Severity (e.g., Airborne, Cross-contamination risk, Mild): _____
- Other Requests: _____

Please return this information to [Contact Person/Department] by [Deadline Date]. If we do not receive a response by this date, we will assume you have no specific dietary requirements.

If you have any questions regarding the menu or food preparation, please contact [Name/Email].

Best regards,

[Your Name/HR Department]
[Company Name]