

Subject: Dietary Requirements for [Company Name] Holiday Party

Dear [Organizer Name/Human Resources],

Thank you for the invitation to the upcoming company holiday party on [Date]. I am looking forward to celebrating with the team.

I am writing to formally share my dietary requirements to ensure they can be accommodated by the catering staff. Please note the following:

**Employee Name:** [Your Name]

**Dietary Restriction/Allergy:** [e.g., Nut Allergy, Gluten-Free, Vegan, Halal, etc.]

**Severity:** [e.g., Severe/Life-threatening or Dietary preference]

Could you please confirm that these requirements have been shared with the venue or catering team? If there are specific dishes I should look for or if a separate meal will be provided, please let me know.

Thank you for your help in making this event inclusive for everyone.

Best regards,

[Your Name]

[Your Department]