

[Your Name]  
[Your Job Title]  
[Date]

[Organizer Name or Department]  
[Company/Organization Name]

Subject: Dietary Accommodation Request for [Name of Training Seminar]

Dear [Organizer Name],

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

Regarding the provided meals, I would like to request a dietary accommodation due to [medical reasons / allergies / religious beliefs / dietary restrictions].

Specifically, please note the following:

- **Restriction:** [e.g., Nut allergy, Gluten-free, Vegan, Halal, etc.]
- **Severity:** [e.g., Severe allergy / Intolerance / Preferred choice]

If the catering cannot accommodate this request, please let me know in advance so that I can make alternative arrangements for my meals.

Thank you for your assistance in ensuring I can participate fully in the event.

Sincerely,

[Your Signature]  
[Your Phone Number]  
[Your Email Address]