

Dear Team,

As we prepare for our upcoming team-building event on [Date] at [Location], we want to ensure that everyone can fully enjoy the activities and the meals provided.

Your safety and comfort are our priority. To help us coordinate with our catering team, please inform us if you have any of the following:

- Food allergies (e.g., nuts, shellfish, dairy, etc.)
- Severe intolerances
- Specific dietary requirements (e.g., Gluten-free, Vegan, Halal)

Please reply to this email or fill out the form at [Link] by [Deadline Date] with your specific needs. If you carry an emergency epinephrine auto-injector (EpiPen) or other medication, we also encourage you to let the event organizers know privately so we can assist you in case of an emergency.

We are looking forward to a great event!

Best regards,

[Your Name]

[Your Title/Department]