

Dear Team,

We are pleased to announce that a department luncheon will be held on [Date] at [Time]. The event will take place at [Location/Room Name].

To ensure that everyone can enjoy the meal, we would like to accommodate any specific dietary needs. Please let us know if you have any restrictions, including but not limited to:

- Food allergies (e.g., nuts, shellfish, dairy)
- Vegetarian or Vegan preferences
- Gluten-free requirements
- Religious dietary observances

Please submit your dietary requirements to [Name/Email] by [Deadline Date]. If we do not hear from you by this time, we will assume you have no specific restrictions.

Thank you for your cooperation. We look forward to seeing you there.

Best regards,

[Your Name]

[Your Title]

[Department Name]