

Subject: Important: Dietary Requirements for Upcoming Executive Offsite

Dear [Executive Name/Attendee Name],

In preparation for our upcoming executive offsite at [Location] from [Start Date] to [End Date], we are finalizing the catering and menu selections.

To ensure all participants are comfortably accommodated during our working sessions and formal dinners, please provide details regarding any specific dietary needs.

Please indicate if you have any of the following:

- Food allergies (e.g., nuts, shellfish, dairy)
- Dietary restrictions (e.g., gluten-free, low sodium)
- Lifestyle preferences (e.g., vegan, vegetarian, paleo)
- Religious dietary requirements (e.g., Halal, Kosher)

Please submit your requirements to [Name/Department] by [Deadline Date]. If you have no specific requirements, a brief "No requirements" reply is appreciated so we can account for everyone.

Thank you for your assistance in making this event a success.

Best regards,

[Your Name]

[Your Title]

[Organization Name]