

[Your Name]
[Your Title/Organization]
[Date]

[Recipient Name]
[Catering Manager/Event Coordinator Name]
[Venue/Company Name]

Subject: Feedback Regarding Dietary Accommodations for [Event Name]

Dear [Recipient Name],

I am writing to provide feedback regarding the catering services provided during the [Event Name] held on [Date] at [Location].

As someone with specific dietary requirements ([Specify requirement, e.g., Gluten-Free, Vegan, Nut Allergy]), I would like to share my experience regarding how these needs were handled:

What went well:

[Insert positive feedback, e.g., Clear labeling, knowledgeable staff, or high-quality alternatives.]

Areas for improvement:

[Insert specific concerns, e.g., Lack of options, cross-contamination risks, or delay in service.]

Providing inclusive meal options is essential for ensuring all guests can fully participate in the event. I hope this feedback is helpful for your future planning and coordination with catering teams.

Thank you for your time and for considering these comments.

Sincerely,

[Your Signature]
[Your Phone Number/Email]