



Mr. Larry Smith
Sprockets Inc
1234 Spring St
Anytown, USA

Dear Mr. Smith,

The holiday season will be upon us before you know it. My staff and I would love to help you in planning for your [catered event, Christmas party, employee appreciation dinner] this season.

Blue Fish Grill offers a delectable selection of favorite menu items including, [sample list of menu items]. We can host your party in our [restaurant, banquet room, dining room] or provide on-premise catering at your [office, home].

I have enclosed a menu (*and price list*) for your convenience. I hope you'll think about us the next time you need a catered event of (10, 25, etc.) or more people.

Please come in and discuss your needs with me over lunch, my treat.

Respectfully yours,

Robert Jones
General Manager
Blue Fish Grill