[Company Name]  
[Address: City, STATE, Zip]  
[Tagline]

Date:

To

[The Client Name]

Dear [Name],

The purpose of writing this letter to you is to update you about the acceptance of your wedding catering proposal. We assure our clients the best quality service in this pandemic to make your day remarkable alongside the severe ramifications of the SOP’S as we surely are aware of the drill.

The public get-together is an expected danger for the Corona virus state. We put together the wedding occasion while dealing with the precautionary measures and SOP'S relating to social affairs to stay away from the odds of spread.

We encourage wedding events in which the number of visitors should not surpass 300 people with 6 feet social distancing mandatory. The event timing is strictly limited to 2 hours. We conduct everyday wellbeing checks of all staff and other individuals. We ensure the participants or workers remain at home in case they are tested positive.

Face masks and sanitizers are provided to the guests at the entrance for use by our coordinators. Exclusively plated dinners are served as per in and out alternatives. We guarantee that all non-expendable food administration things are taken care of with gloves and washed with dish cleanser and boiling water to sanitize.

Constantly cleaning and disinfecting of frequently touched surfaces before, during, and after the wedding is practiced.

We put all our efforts to make the food hygienic and safe for the guests. You will not regret your choice of picking us to make your occasion memorable.

Sincerely,

[Your Name]  
[Business Name]  
[Address]