



# Corporate Catering Business Proposal

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*Prepared for:*

**New Networking, Inc.**  
623 National Road West  
Richmond, Indiana 47374

*Created by:*

Barbara Sheffield  
Customer Relations  
Richmond Catering

Dear Sir or Madam:

I am writing on behalf of Richmond Catering to propose a long-term collaboration with New Networking, Inc. Our companies operate in the same office building on National Road West and a few colleagues of mine have often spoken with members of your team over lunch. It has come to my understanding that New Networking, Inc. is looking into new opportunities for catering services. In this regard, please allow me to present our portfolio and explain why Richmond Catering would be the best solution for the requirements of New Networking, Inc.

Our company has been actively participants in Richmond events ever since it was founded in 2002. We have worked with the majority of local brands in need of catering services, and all customers left positive testimonials after their experience with us. Just a few of the main advantages our company presents include full beverage, appetizer and meal services, with more than 50 menu options to choose from. Moreover, we have some of the most competitive rates in the cities, with special offers for long-term partners.

Please find a full presentation attached with our offer. Also, you will find 5 comprehensive examples of custom menus that we believe would be suitable for New Networking, Inc. In addition, we currently have a month-long promotion for new corporate partners, also enclosed. If you need any more information or would like to set up a meeting to discuss matters face to face, don't hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

*Barbara Sheffield*

Barbara Sheffield