

# Quotation Regret Letter

**John Carter**

**Carter's Catering Services**

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**(713) 555-0101**

**April 7, 2024**

**Ms. Angela Richardson**

**Richardson Event Planning**

**789 Festivity Lane**

**Houston, TX, 77007**

**Dear Ms. Richardson,**

Subject: Quotation Regret for Richardson Event Planning's Gala Dinner Request

Thank you for considering Carter's Catering Services for your upcoming Gala Dinner event on October 12, 2024. We are honored that you thought of us to cater for such a significant occasion.

After a thorough review of your requirements and our current commitments, it is with regret that I must inform you we are unable to provide a quotation or commit to catering your event. Our team is fully committed to prior engagements around your requested date, and we believe we would not be able to deliver the high standard of service and culinary excellence that your event deserves.

We understand the importance of this gala dinner to Richardson Event Planning and genuinely wish we could be a part of your celebration. To assist you in your planning process, we recommend [Alternative Catering Company], known for their outstanding

service and quality. They may have the availability and resources to meet your event's needs.

Please accept our sincerest apologies for any inconvenience this may cause. We are grateful for the opportunity to have been considered and hope that there might be another occasion in the future where we can work together.

Thank you once again for reaching out to us. We wish you all the best for a successful and memorable event.

**Warm regards,**

**John Carter**

**Owner**

**Carter's Catering Services**

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