

Food and Beverage Service Request

Date: **[Insert Date]**

To: **[Club Name]**

From: **[Your Name]**

Contact Number: **[Your Contact Number]**

Email: **[Your Email Address]**

Dear [Club Manager's Name],

I hope this message finds you well. I am writing to request food and beverage services for an upcoming event at the club on **[Event Date]**.

Event Details:

- Type of Event: **[Type of Event]**
- Number of Guests: **[Number of Guests]**
- Start Time: **[Start Time]**
- End Time: **[End Time]**
- Menu Preferences: **[Preferred Menu Items]**

Please let me know if the requested services can be accommodated and any additional details I should consider.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Club Member Number]