

Customized Beverage Service Request

Date: _____

To: [Club Manager's Name]

[Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Manager's Name],

I hope this message finds you well. I am writing to request a customized beverage service for an upcoming event at [Club Name] scheduled for [Event Date]. We are expecting approximately [Number of Guests] guests and would appreciate your assistance in creating a tailored beverage menu that suits our needs.

Event Details:

Event Type: [Type of Event]

Event Time: [Start Time] to [End Time]

Beverage Preferences:

- Signature Cocktails: [List of Cocktails]
- Non-Alcoholic Options: [List of Options]
- Wine Selection: [Preferred Wines]
- Special Requests: [Any specific requests]

We would appreciate it if you could provide us with a quotation and availability for the requested services at your earliest convenience. If possible, I would like to discuss this in further detail. You can reach me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]