

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Minibar Restocking Request for Corporate Event

Dear [Recipient Name],

I hope this message finds you well. As we are preparing for the upcoming corporate event scheduled on [Insert Date], I would like to request the restocking of the minibar in [Insert Location/Room Name] to ensure our guests have a pleasant experience.

Please find below the list of items that need to be restocked:

- [Item 1: Quantity]
- [Item 2: Quantity]
- [Item 3: Quantity]
- [Item 4: Quantity]
- [Item 5: Quantity]

Your prompt attention to this request will be greatly appreciated. If you have any questions or require further details, please feel free to reach out to me.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]