

# Minibar Restocking Request

Date: [Insert Date]

To: [Name of the Manager]

From: [Your Name]

Event Date: [Insert Event Date]

Event Location: [Insert Event Location]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request the restocking of the minibar for our upcoming private party scheduled on [Insert Event Date].

We would like to ensure that the minibar is well-stocked with a variety of beverages, including:

- [Item 1]
- [Item 2]
- [Item 3]
- [Item 4]

Please confirm the availability of these items and let us know if there are any additional options you would recommend.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]