

Drink Gift Voucher Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a drink gift voucher as a token of appreciation for my hard work and dedication to [Company's Name].

The voucher would provide me with the opportunity to enjoy a refreshing drink at [Specify Location/Establishment], which I believe would be a delightful way to celebrate my recent achievements.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]