

Dear [Employee's Name],

We hope you had a pleasant travel experience with [Company Name]. Your feedback is invaluable in helping us improve our corporate travel services.

We kindly ask you to take a few moments to share your thoughts on the following:

- Your overall satisfaction with the travel arrangements.
- Any challenges you encountered during your trip.
- Suggestions for improving our travel services.

Please reply to this email or complete the attached feedback form by [Deadline Date]. Your insights will greatly assist us in enhancing our travel programs.

Thank you for your cooperation!

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]