

Travel Request for Last Minute Flights

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Urgent Travel Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request approval for a last-minute flight due to [brief explanation of the purpose, e.g., an urgent meeting, family emergency, etc.].

Details of the travel request are as follows:

- **Destination:** [Destination]
- **Departure Date:** [Departure Date]
- **Return Date:** [Return Date]
- **Preferred Airlines:** [Any preferences]

I understand that this request comes on short notice, and I appreciate your understanding and prompt attention to this matter. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]