

Travel Gift Voucher Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a travel gift voucher intended for our upcoming corporate event scheduled on [Event Date]. As part of our employee engagement initiative, we aim to reward our team members for their hard work and dedication.

We believe that providing travel gift vouchers will not only enhance their experience but also motivate them further. We would greatly appreciate your support in facilitating this request.

Please let me know if you require any further information to process our request. Thank you for considering this initiative.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]