

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the activation of my business travel account with [Company Name]. As I will be traveling for business purposes soon, having access to my account is essential for managing my travel arrangements efficiently.

My account details are as follows:

- Account Name: [Your Account Name]
- Email associated with the account: [Your Email]
- Contact Number: [Your Contact Number]

Please let me know if you require any further documentation or information to process my request. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]