

Enrollment Confirmation

Date: [Insert Date]

Dear [Employee Name],

We are pleased to confirm your enrollment in the Business Travel Account program.

Your account details are as follows:

- Account Holder Name: [Employee Name]
- Account Number: [Account Number]
- Enrollment Date: [Enrollment Date]

This account will facilitate your travel expenses and provide you with streamlined services while traveling for business purposes.

If you have any questions regarding your account, please feel free to reach out to the finance department at [Finance Department Contact Information].

Thank you, and safe travels!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]