

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Business Travel Account Registration Request

Dear [Recipient's Name],

I am writing to request the registration of a business travel account for my upcoming travel needs related to [specific project or purpose]. Having a dedicated travel account will streamline the booking process and enhance our travel management.

Please find the necessary information below for the registration:

- Full Name: [Your Full Name]
- Job Title: [Your Job Title]
- Department: [Your Department]
- Email Address: [Your Email]
- Phone Number: [Your Phone]
- Travel Preferences: [Any specific preferences]

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]