

# Corporate Travel Account Application

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agency Contact Name],

We are writing to formally apply for a corporate travel account with [Travel Agency Name]. Our company, [Your Company Name], is engaged in [Brief Description of Your Company], and we frequently require travel arrangements for our employees.

We believe that establishing a corporate travel account with your agency will optimize our travel processes and enhance our overall efficiency. We are eager to explore the benefits and services that you offer.

Please find our company details below:

- Company Name: [Your Company Name]
- Address: [Your Company Address]
- Phone: [Your Company Phone Number]
- Email: [Your Company Email Address]
- Tax ID: [Your Company Tax ID]

We would appreciate your prompt response to this application. Should you require any additional information, please do not hesitate to contact us.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]