

# Request for Business Travel Account Configuration

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the configuration of a business travel account for my upcoming travel plans related to [briefly explain the reason for travel].

Details of my travel are as follows:

- Travel Dates: [Insert Dates]
- Destination: [Insert Destination]
- Purpose of Travel: [Insert Purpose]

A timely configuration of this account would greatly facilitate my arrangements and ensure compliance with company policies. If you need any further information or documentation to process this request, please let me know, and I will be happy to provide it.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Department]  
[Your Contact Information]