

Travel Account Creation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the creation of a travel account for my upcoming business trips. As I will be traveling frequently for work purposes, having a dedicated travel account will streamline the booking and expense management process.

Below are my details required for the account creation:

- Name: [Your Full Name]
- Department: [Your Department]
- Employee ID: [Your Employee ID]
- Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]

Please let me know if you need any additional information or documents to facilitate this request. I appreciate your assistance in getting this sorted out at your earliest convenience.

Thank you!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]