

Travel Account Setup Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to request the setup of a travel account for [Company Name]. As we expand our operations, it is essential for us to streamline our travel arrangements for our employees.

Please find below the necessary details for the account setup:

- **Company Name:** [Company Name]
- **Primary Contact:** [Contact Name]
- **Email Address:** [Contact Email]
- **Phone Number:** [Contact Phone Number]
- **Billing Address:** [Billing Address]

We would appreciate your prompt assistance in this matter and look forward to your confirmation regarding the setup of our travel account. Should you require any further information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Your Email]

[Your Phone Number]