

Travel Request Form

Date: **[Insert Date]**

To: **[Travel Coordinator's Name]**

From: **[Your Name]**

Subject: Request for Wallet-Conscious Travel Arrangements

Dear **[Travel Coordinator's Name]**,

I hope this message finds you well. I am writing to request travel arrangements for an upcoming business trip scheduled from **[Start Date]** to **[End Date]**. In light of our company's budget objectives, I would appreciate your assistance in organizing wallet-conscious travel options.

Please consider the following preferences during the booking process:

- Flight: Preferably economy class, with a maximum budget of **[Budget Amount]**.
- Accommodation: Select affordable hotels or lodging options with good reviews and within close proximity to our meeting location.
- Transportation: Consider the use of public transport or budget car rentals for local travel.
- Meals: Opt for economical dining options where possible.

Thank you for your attention to this request. I am looking forward to your prompt response with the travel options available.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]