

Luxury Car Rental Request for Business Travel

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Rental Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Rental Company Contact Name],

I am writing to request a luxury car rental for my upcoming business trip scheduled from [Start Date] to [End Date]. I would like to have a premium vehicle to ensure my travel is both comfortable and impressive for my meetings.

Please find below the details of my rental request:

- Vehicle Type: [Specify Model/Type]
- Pickup Date: [Specify Date]
- Pickup Time: [Specify Time]
- Pickup Location: [Specify Location]
- Drop-off Date: [Specify Date]
- Drop-off Time: [Specify Time]
- Drop-off Location: [Specify Location]

Kindly let me know about the availability and pricing for the requested vehicle at your earliest convenience. If you need further information, please do not hesitate to contact me.

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

Sincerely,
[Your Name]