

Business Travel Itinerary Request

Date: [Insert Date]

To: [Travel Coordinator's Name]

Company: [Company Name]

Subject: Request for Business Travel Itinerary

Dear [Travel Coordinator's Name],

I hope this message finds you well. I am writing to request the travel itinerary for my upcoming business trip scheduled from [Start Date] to [End Date]. Below are the details of the trip:

- **Destination:** [City/Country]
- **Purpose of Trip:** [Brief Description]
- **Departure Date:** [Departure Date]
- **Return Date:** [Return Date]
- **Preferred Airlines:** [If any]
- **Accommodation Preferences:** [If any]

Please let me know if you need any additional information or documentation to process this request. I appreciate your assistance in arranging my travel itinerary.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]