

# Travel Itinerary Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Travel Coordinator's Name]

[Travel Agency/Company Name]

[Travel Agency Address]

[City, State, Zip Code]

Dear [Travel Coordinator's Name],

I hope this message finds you well. I am writing to request a travel itinerary for an upcoming business trip scheduled from [Start Date] to [End Date].

The destinations for my travel are as follows:

- [Destination 1]
- [Destination 2]
- [Destination 3]

My travel preferences are:

- Flight Class: [e.g., Economy, Business]
- Accommodation: [e.g., Hotel preference]

- Transportation: [e.g., Car rental, Taxi]

Please ensure to provide the itinerary by [Due Date] so that I can review and finalize arrangements.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]