

Executive Travel Policy Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update to Executive Travel Policy

Dear [Recipient Name],

I hope this message finds you well. We are writing to inform you of important updates to our Executive Travel Policy, effective [Effective Date]. The updates aim to enhance our travel protocols and ensure compliance with company standards, while also addressing the needs of our executives.

Key updates include:

- Increased daily meal allowances.
- Updated guidelines for booking accommodations.
- New procedures for travel reimbursement.
- Enhanced safety protocols during travel.

We encourage you to review the updated policy in detail. A copy of the revised policy is attached for your reference.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]