

# Notification of Modifications to Corporate Travel Practices

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Changes to Corporate Travel Practices

Dear [Recipient Name],

I am writing to inform you of recent modifications to our corporate travel practices, effective [insert effective date]. These changes are aimed at enhancing cost efficiency, employee safety, and overall travel experience.

## Key Modifications:

- All travel bookings must now be made through the designated corporate travel agency.
- Employees are encouraged to use economy class for flights under [insert duration] hours.
- Meal allowances have been adjusted to align with industry standards.
- Pre-approval is required for all international travel.
- Travel insurance will be provided for all corporate trips.

We believe these changes will not only save costs but also provide a safer and more streamlined travel process for our employees. Please familiarize yourself with these updates and adhere to the new guidelines.

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

Thank you for your attention to these important changes.

Best regards,

[Your Name]

[Your Position]

[Your Company]