

Travel Booking Request

Date: [Insert Date]

To: [Travel Agency/Manager's Name]

From: [Your Name]

Subject: Travel Booking Request for Client Meeting

Dear [Travel Agency/Manager's Name],

I hope this message finds you well. I am writing to request assistance in booking travel arrangements for an upcoming client meeting.

Details of the Travel Booking:

- **Destination:** [City, Country]
- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Preferred Departure Time:** [Insert Time]
- **Airlines Preference:** [Insert Preference]
- **Accommodation Preference:** [Insert Hotel Preferences]
- **Reason for Travel:** Client Meeting with [Client's Name]

Please let me know the estimated costs and any additional information you may need to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]