

Request for Airport Lounge Access

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name] and I am [Your Position] at [Your Company Name]. I am writing to formally request access to the airport lounge on my upcoming business travel scheduled for [Travel Dates].

As a frequent business traveler, I understand the importance of having a comfortable and quiet space to prepare for meetings and relax between flights. Access to the lounge would greatly enhance my travel experience and productivity.

Details of my travel itinerary are as follows:

- Flight Number: [Insert Flight Number]
- Departure Date: [Insert Departure Date]
- Departure Location: [Insert Departure Airport]
- Arrival Location: [Insert Arrival Airport]

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]