

Acceptance of Travel Cost Facilitation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer regarding the facilitation of travel costs associated with my upcoming trip to [Destination] on [Travel Dates]. I greatly appreciate the support provided by [Company/Organization Name] in this regard.

Thank you for this opportunity, and I look forward to the upcoming travel.

Sincerely,

[Your Name]

[Your Title/Position]