

Request for Business Travel Accommodations

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodations for my upcoming business trip to [Destination] scheduled for [Travel Dates]. As I will be representing [Your Company/Department], it is essential that I have suitable lodging and transportation arrangements to ensure a productive visit.

For my stay, I would appreciate if you could assist with the following accommodations:

- Hotel reservation from [Check-in Date] to [Check-out Date]
- Transportation arrangements to and from the airport
- Any necessary meal allowances or per diem

Please let me know if any further information is needed to facilitate these arrangements. I appreciate your assistance and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]