

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance in securing lodging during my upcoming business trip to [Destination] from [Start Date] to [End Date].

As part of my responsibilities at [Your Company/Organization Name], I will be attending [Event/Meeting/Conference Name] to [briefly explain the purpose]. Given the duration and nature of my visit, I would appreciate your support in arranging accommodations.

If possible, I would prefer to stay near [specific location or venue] to facilitate ease of travel. Please let me know if you require any additional information or if there are preferred hotel options I should consider.

Thank you in advance for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]