

Travel Accommodation Arrangement

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the travel accommodation arrangements for my upcoming business trip to [Destination] from [Start Date] to [End Date].

For this trip, I have booked accommodations at [Hotel Name] located at [Hotel Address]. The reservation details are as follows:

- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Room Type: [Room Type]
- Reservation Confirmation Number: [Confirmation Number]

Should you need any further information or adjustments, please feel free to reach out to me.

Thank you for your support, and I look forward to the trip.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company]
[Your Contact Information]