

Travel Accommodation Preferences

Date: [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to outline my accommodation preferences for the upcoming business trip scheduled for [insert dates].

Accommodation Preferences:

- **Location:** Preferably within close proximity to [meeting venue/conference center].
- **Type of Room:** Prefer a single occupancy room with a workspace.
- **Amenities:** Wi-Fi access, gym facilities, and breakfast included.
- **Budget:** Kindly keep the accommodation within the budget of [insert budget].

Please let me know if you need any further information to facilitate the booking. Thank you for your assistance.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]