

Official Business Travel Accommodation

Subject: Corporate Accommodation Confirmation - [Employee Name]

Dear [Employee Name],

Per your business travel request, we have secured the following accommodation for your upcoming assignment:

Employee ID: [ID]

Travel Authorization: [Number]

Hotel: [Hotel Name and Address]

Dates: [Check-in] to [Check-out]

Room Type: Executive Suite

Confirmation Code: [Code]

Corporate Rate: [Amount per night]

This booking includes:

- Complimentary breakfast
- Business center access
- Airport shuttle service
- Wi-Fi access

Please note that all incidental charges must be approved by your supervisor. Submit your expense report within 5 business days of your return.

For any changes or cancellations, contact Corporate Travel Services at [Phone/Email].

Best regards,

[Corporate Travel Coordinator]

[Company Name]

[Department]

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