

Request Letter for Air Ticket Booking to HR

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Air Ticket Booking

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to request your assistance in booking an air ticket for an upcoming business trip that I am required to undertake on behalf of [Company Name]. The trip is an essential part of my responsibilities and is crucial for the successful completion of the project I am currently working on.

Trip Details:

Destination: [Destination City/Country]

Departure Date: [Departure Date]

Return Date: [Return Date]

Purpose: [Explain the purpose of the trip, e.g., attending a conference, meeting with a client, training, etc.]

As per the company's travel policy, I understand that it is the responsibility of the HR department to handle the flight booking for official travels. Therefore, I kindly request your support in arranging the most suitable flight options that align with my schedule and the company's travel guidelines.

Additionally, if there are any specific airline preferences or travel arrangements that the company usually follows, please do let me know in advance. I will make sure to adhere to any guidelines set by the company while making this booking.

I also wish to express my commitment to ensuring that all travel-related expenses will be duly accounted for and in compliance with the company's reimbursement policies. I will promptly submit all required documentation upon my return from the trip.

Your prompt attention to this matter would be highly appreciated, as it will allow me sufficient time to plan my trip and make any necessary preparations.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or have any questions related to this request.

Thank you for your support and understanding. I look forward to your positive response.

Sincerely,

[Your Name]