

Formal Request Letter for Air Ticket Booking

Subject: Request for Air Ticket Booking

Dear [HR Name],

I hope this message finds you well. I am writing to request the booking of an air ticket for my official travel to [Destination] scheduled from [Start Date] to [End Date]. Kindly arrange the flight booking at your earliest convenience as per the company's travel policy.

Please let me know if you require any additional details such as preferred airline, class, or itinerary. I appreciate your prompt assistance in this matter.

Thank you for your support.

Sincerely,

[Your Name]

[Your Department]

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