

Detailed Air Ticket Booking Request Letter

Subject: Request for Air Ticket Booking for Official Travel

Dear [HR Name],

I am writing to formally request the booking of an air ticket for my official travel to [Destination]. The travel is scheduled from [Start Date] to [End Date]. Please arrange a round-trip flight as per the company's travel guidelines. My preferred airline is [Airline], and I would prefer [Economy/Business] class.

Attached are my travel itinerary details and any necessary supporting documents. Kindly confirm once the booking has been made or if additional information is required.

Thank you for your assistance.

Sincerely,

[Your Name]

[Department / Employee ID]

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