

Provisional Air Ticket Booking Request

Subject: Request for Air Ticket Booking (Provisional Dates)

Dear [HR Name],

I hope you are well. I am scheduled for an official trip to [Destination] with tentative dates from [Provisional Start Date] to [Provisional End Date]. I would like to request a provisional booking for an air ticket until the dates are finalized. I will confirm the exact dates shortly.

Thank you for your understanding and support.

Best regards,

[Your Name]

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