

# Polite Air Ticket Booking Request

Subject: Request for Air Ticket Arrangement

Dear [HR Name],

I hope you are doing well. I am requesting your assistance to book an air ticket for my upcoming official trip to [Destination] from [Start Date] to [End Date]. Your help in arranging this will ensure smooth travel and allow me to focus on work commitments during the trip.

Thank you very much for your kind support and prompt response.

Warm regards,

[Your Name]

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