

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Airline Name]  
[Airline Address]  
[City, State, Zip Code]

Subject: Group Travel Booking Request

Dear [Airline's Group Travel Coordinator],

I hope this message finds you well. I am writing to request a group travel booking for [number] passengers traveling from [departure city] to [destination city] on [travel dates].

**\*\*Trip Details:\*\***

- **\*\*Group Name:\*\*** [Name of Group/Organization]
- **\*\*Travel Dates:\*\*** [Departure Date] - [Return Date]
- **\*\*Departure City:\*\*** [City Name]
- **\*\*Destination City:\*\*** [City Name]
- **\*\*Returning Flight:\*\*** [Yes/No]

**\*\*Passenger Details:\*\***

1. [Full Name (as per ID)] - [Special Requirements, if any]
2. [Full Name (as per ID)] - [Special Requirements, if any]
3. [Full Name (as per ID)] - [Special Requirements, if any]
4. [Full Name (as per ID)] - [Special Requirements, if any]

[Add more as needed]

Please provide the following information:

- Group fare options
- Payment procedures
- Cancellation policies
- Baggage allowances

We appreciate your attention to this request and look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]  
[Your Title/Organization]  
[Your Signature (if sending a hard copy)]