

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

[Airline Name]
[Customer Service/Reservations Department]
[Airline Address]
[City, State, Zip Code]

Subject: Request for Airline Reservation for Business Travel

Dear [Airline Customer Service/Reservations Team],

I hope this message finds you well. I am writing to request the reservation of a round-trip airline ticket for upcoming business travel. Below are the details for the reservation:

- **Passenger Name:** [Full Name]
- **Travel Dates:** [Departure Date] - [Return Date]
- **Departure City:** [City, Airport Code]
- **Destination City:** [City, Airport Code]
- **Flight Preference:** [Direct/Connecting, if applicable]
- **Class of Service:** [Economy/Premium Economy/Business/First Class]
- **Frequent Flyer Number:** [If applicable]

Please confirm the reservation at your earliest convenience and provide any necessary information regarding ticketing, payment, and travel policies.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]