

**Template for STA Travel Email Request**

**Email Subject:** Travel Booking 1234567 for John Smith

Dear Elizabeth,

Enclosed you will find the air/hotel ticket reservation for John Smith. He is scheduled to lecture on January 1 at GSAPP as part of our *Architecture Lecture* series.

I have reviewed the reservation and confirm that the details of the booking and itinerary are correct. Please send the approval to Jane Doe at STA with a CC to nyc@statravel.com at your earliest convenience.