**Generic**

**Meeting Agenda**

**Agenda:**

1. Questions / AOB

Full details in the attached email.

**Standard Request**

All,

**BACKGROUND:**

* A

**REQUEST:** Please

**EFFECTIVE DATE:** From this date onwards.

Please let me know if you have any questions.

**Follow Up**

Hi ,

I wanted to follow up on the request below.

Can you please provide an update?

**Forward As Attachment**

Hi ,

I want to make you aware of the following issue.

**In Summary:**

Full details in the attached email.

**Job Specific**

**Travel Approval Request**

\*\*\* TRAVEL APPROVAL REQUEST \*\*\*

Hi X,

**REQUEST - Can you please Approve the below Travel Request?**

* Full Details below.  In summary, I will be completing various Functional & business objectives in X in X.
* Let me know if you have any questions.

**Business Purpose & Agenda:**

**Duration:** X days**.  Location:** X**.  Dates:** W/C X

**Estimated Cost:**

Total = ~£.  Once the travel is approved in principle, I will look for the cheapest options.

**Estimated Cost Breakdown:**

* Flight Details:  Return flight - Approximate cost = ~£
* Hotel:  X nights, at assumed £X/night = ~£X
* Rental Car Duration:  £X
* Miscellaneous costs, food & drink, etc:  ~£X