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Company Logo

[Date]

[First name] [Last name]
[Title]
[Company]
[Mailing address]
[City, State, Zip code]

Dear [Courtesy Title – Mr./Ms./Dr., etc.] Last Name:

Are you looking for a proven solution to meet your organization's business travel needs? Are you tired of spending hours booking employee travel? Are you concerned that having team members book their own flights and hotels might be causing your company to spend more on business travel than is necessary? Those are exactly the kinds of challenges that I can help you overcome.

To introduce myself, I am an account manager with BizTravelSolutions. There's nothing that makes me happier than helping clients save time and money when it comes to scheduling employee travel. If you're ready to reduce the workload of booking business travel and you'd like to help your organization boost the bottom line by cutting travel expenses without reducing employees' ability to attend trade shows and visit clients or prospects, I can help.

I will call you early week to learn more about your business travel needs and concerns, and to share some insights on key opportunities to save time and money related to employee travel. If you'd like to speak sooner than that, or if you'd like to set up an in-person meeting or demo, just let me know. I am committed to working with you and [insert company name] to reduce the stress and expense of booking business travel.

Regards,

[Insert your full name], [Job title)

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