[Date]

To Whom It May Concern,

This letter serves as formal notification that [Student's Full Name] will be traveling on behalf of the [Department Name] for business purposes.

The following details pertain to the rental agreement for which [Student's Full Name] will be reimbursed:

Renter’s Name: [Student's Full Name]  
Reservation #: [Reservation Number]  
Concur Travel Request #: [Travel Request Number]  
Pick-up Date/Time: [Pick-up Date and Time]  
Drop-off Date/Time: [Drop-off Date and Time]  
Size of Vehicle: **Compact Car**Larger Vehicle Justification: [Brief explanation of why a larger vehicle is needed, if applicable]  
 Number of Passengers Traveling with Student: [Number of Passengers]  
 Name of Passengers Traveling with Student: [List of Names]

For further confirmation or any questions, please contact the following department representatives:

Department Representative's Name: [Name of the Representative]  
Phone Number: [Representative's Phone Number]  
Email Address: [Representative's Email Address]

Department Head's Name: [Name of the Department Head]  
Phone Number: [Department Head’s Phone Number]  
Email Address: [Department Head’s Email Address]

**Please note that this letter must be printed on official department letterhead and provided to the rental counter upon picking up the vehicle. Electronic versions of this letter will not be accepted at the counter.**