**EMAIL TEMPLATE FOR TRAVEL INQUIRY**

**Please ensure you provide the following information in your PPC Customer Care Ticket so that PPC (TVL) receives the applicable information needed to process your inquiry:**

- Name:    
- Rate:    
- Rank:    
- Title: AO/Admin   
- Department: (if applicable)  
- Email Address:   
- Employee ID:   
- DOD ID: (if applicable)  
- **Last Training Completion Date: ETS or mLINQS \*Required for requesting AO/elevated privileges\***- Did you research the problem before submitting a customer care ticket?

 Customer’s Information Submitted by AO: (if applicable)   
- Name:    
- Rate:    
- Rank:    
- Title: Traveler or AO   
- Department: (if applicable)  
- Email Address:   
- Employee ID:   
- DOD ID: (if applicable)  
- Trip ID:  
- **Last Training Completion Date: ETS or mLINQS** **\*Required for requesting AO/elevated privileges\***- Request:

**By providing detailed information, you will help expedite the resolution of the trouble ticket in a timely manner. Your cooperation is greatly appreciated.**