*Change/adapt the areas highlighted in yellow, and you’ll be good to go! -Louise*

Dear Dr XXX,

I am the assistant to David Terkla, the Dean of the College of Liberal Arts at the University of Massachusetts Boston and will be handling the travel arrangements to Boston for your upcoming interview with the XXXX Department.  I am planning to book a room for you at the Hilton DoubleTree near the campus for the nightS of DD MMM, along with coordinating your arrival into Boston in time to have dinner with the members of the Search committee on DDD evening and then departing in the evening of XXX MMM after your campus meetings conclude at 5pm.

Would you please give me the personal particulars that I will need to book travel for you?

1. Preferred method of travel:
   1. Drive yourself: we will cover your parking expense at the hotel;
   2. Train: Which station would you leave from and return to?
   3. Air: Which airport(s) do you wish to leave from and return to?
2. Time considerations for departure (if possible, we would like you to arrive in Boston by 430p at the latest so you would have time to get to the hotel and refresh yourself prior to dinner):
3. Name as it appears on whatever form of identification you will use at the TSA screening point:
4. Date of birth:
5. Gender:
6. Cell phone number:
7. If travel is international:
   1. Passport Number:
   2. Country of Passport:
   3. Date of issuance:
   4. Location of issuance:
8. Whatever other parameters you might have (airline preferences/frequent flyer numbers/seating preference):

I look forward to hearing from you.

Best,