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DEAR AUTHORIZED,

We are travelling to Rhodes Island with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_.

During our travel all my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expenses will be covered by my side.

*Best Regards,*