

[Your Name]  
[Your Job Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Job Title]  
[Manager's Organization]  
[Manager's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Travel Authorization

I am writing to request authorization for business travel to [Destination] from [Start Date] to [End Date]. The purpose of this trip is to [briefly describe the purpose of travel, e.g., attend a conference, meet with clients, etc.].

The estimated total cost for this trip is [cost estimate], which includes [break down the costs, e.g., airfare, accommodation, meals, etc.].

I believe this trip will provide valuable opportunities to [mention the benefits for the organization, e.g., strengthen client relationships, gain insights, etc.].

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Organization]