

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Travel Authorization

I am writing to formally authorize [Employee's Name], [Employee's Position], to travel on behalf of [Your Company Name] for business purposes.

Travel Details:

- Destination: [City, Country]
- Travel Dates: [Start Date] to [End Date]
- Purpose of Travel: [Brief Description]

This travel is essential for [reason for travel, such as attending a conference, meeting clients, etc.]. All associated expenses will be covered by [Your Company Name] as per our travel policy.

Please provide [Employee's Name] with any necessary assistance regarding travel arrangements as needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Optional: Company Seal/Stamp]