

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Authorization for Travel

Dear [Recipient's Name],

I, [Your Full Name], born on [Your Date of Birth], holding the passport number [Your Passport Number], hereby authorize [Traveler's Full Name], born on [Traveler's Date of Birth], holding the passport number [Traveler's Passport Number], to travel on my behalf.

Details of the travel are as follows:

- ****Destination:**** [Travel Destination]
- ****Departure Date:**** [Departure Date]
- ****Return Date:**** [Return Date]

This authorization includes permission for [Traveler's Full Name] to:

1. Obtain necessary travel documents.
2. Board flights and enter relevant countries.
3. Handle travel-related formalities on my behalf.

I acknowledge that I remain fully responsible for all travel arrangements and any consequences arising from this travel authorization.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Date]