

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

[Recipient Name]  
[Recipient's Title]  
[Organization/Company Name]  
[Organization/Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request permission to travel for [purpose of travel] from [start date] to [end date].

The details of my travel are as follows:

- Destination: [Destination]
- Purpose of travel: [Purpose]
- Mode of transportation: [Mode of transport]
- Estimated costs: [Cost]

I assure you that I will adhere to all policies and guidelines set forth by [Organization/Company Name] during my travel.

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

Sincerely,

[Your Name]  
[Your Position/Title]