

[Your Name]
[Your Job Title]
[Your Department]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to formally request authorization for travel related to [brief description of purpose, e.g., "a business meeting", "conference", etc.]. The details of the travel are as follows:

****Destination:**** [City, State]

****Travel Dates:**** [Start Date] to [End Date]

****Purpose of Travel:**** [Detailed explanation of the purpose]

****Estimated Costs:****

- Transportation: \$[amount]
- Accommodation: \$[amount]
- Meals: \$[amount]
- Other Expenses: \$[amount]
- Total Estimated Cost: \$[total amount]

I believe this travel will be beneficial for [explain how it aligns with company goals or objectives].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]