

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Travel Approval Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval for my upcoming travel plans. The details of my travel are as follows:

**\*\*Travel Purpose:\*\*** [State the purpose of your travel]

**\*\*Destination:\*\*** [City, State/Country]

**\*\*Travel Dates:\*\*** [Departure Date] to [Return Date]

**\*\*Mode of Transportation:\*\*** [e.g., Air, Train, Car]

**\*\*Estimated Costs:\*\*** [Provide an estimate of costs involved]

I believe this trip will be beneficial for [explain how it benefits the company/organization]. I assure you that all arrangements will be made in line with company policies, and I will provide a detailed report upon my return.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]