

[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]

Dear [Recipient's Name],

I am writing to formally request travel authorization for [purpose of travel] to [destination] from [start date] to [end date]. The purpose of this trip is [briefly explain the reason for travel, e.g., business meeting, conference, site visit, etc.].

The travel itinerary is as follows:

- Departure from [departure location] on [date and time]
- Arrival at [destination] on [date and time]
- Return from [destination] on [date and time]

I will be [mention any arrangements made: booking a flight, reserving accommodation, etc.], and the estimated cost of the trip is [provide estimated cost if necessary].

Please let me know if you require any additional information or documentation to process this request.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization]