

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

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

Dear [Recipient's Name],

Subject: Travel Authorization Request

I am writing to formally request authorization for travel to
[Destination] from [Start Date] to [End Date] for [Purpose of Travel].

The details of the travel plan are as follows:

1. ****Travel Dates****: [Start Date] to [End Date]
2. ****Destination****: [City, Country]
3. ****Purpose of Travel****: [Brief Description of Purpose]
4. ****Travel Itinerary****:
 - Departure: [Departure Date and Time]
 - Return: [Return Date and Time]

5. ****Estimated Costs****: [Estimated Travel Expenses]

6. ****Funding Source****: [Source of Funding, if applicable]

I assure you that I will adhere to all company policies and procedures during this travel and will ensure that all expenses are documented.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Department]