

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

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

Subject: Authorization to Travel

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Traveler's Name] to travel on my behalf. The details of the travel are as follows:

- \*\*Traveler's Full Name:\*\* [Traveler's Name]
- \*\*Travel Dates:\*\* [Start Date] to [End Date]
- \*\*Destination:\*\* [Travel Destination]

This authorization includes all necessary permissions for [Traveler's Name] to undertake the travel mentioned above.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions regarding this authorization.

Thank you for your assistance.

Sincerely,

[Your Signature] (if sending a hard copy)

[Your Printed Name]