

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Travel Authorization

I am writing to formally authorize [Employee's Name], [Employee's Position], to travel on behalf of [Your Company Name] for business purposes. The details of the travel are as follows:

- **\*\*Destination\*\***: [City, Country]

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

- **\*\*Purpose of Travel\*\***: [Brief Description of the Purpose]

- **\*\*Authorized Expenses\*\***: [List of Expenses Covered]

Please ensure that all necessary arrangements are made for [Employee's Name]'s travel and accommodations. Should you require any further information or assistance, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]