

[Your Name]
[Your Title]
[Your Organization]
[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

I am writing to grant official authorization for [Traveler's Name],
[Traveler's Position], to travel to [Destination] from [Start Date] to
[End Date] for [Purpose of Travel].

This travel is authorized in accordance with [Applicable Policies or
Procedures] and aims to [Briefly Outline Objectives of the Trip].

Please ensure that all necessary arrangements are made for [Traveler's
Name] and that the travel is conducted in compliance with our
organizational guidelines.

If you have any questions or require further information, please do not
hesitate to contact me.

Sincerely,

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