

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Official Travel Authorization for [Traveler's Name]

This letter serves as official authorization for [Traveler's Name], [Traveler's Position], to travel on behalf of [Your Organization's Name] for the purpose of [briefly state purpose of travel, e.g., attending a conference, meeting, etc.].

Travel Details:

- Departure Date: [Date]

- Return Date: [Date]

- Destination: [Location/City/Country]

- Purpose of Travel: [Description of the purpose]

All necessary expenses related to this travel, including transportation, accommodation, and per diem, will be covered by [Your Organization's Name]. Please extend all necessary assistance to [Traveler's Name] during this period.

If you have any questions or require further information, please do not hesitate 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 Organization's Name]

[Your Contact Information]