

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission for my travel from [start date] to [end date]. I plan to visit [destination], where I will be [briefly explain the purpose of your travel, such as a family visit, educational opportunity, etc.].

During my absence, I will ensure that all my responsibilities are managed appropriately. [You may mention any arrangements made in your absence, like delegating tasks or getting assistance from someone].

I assure you that I will adhere to all the rules and guidelines concerning my travel and will remain reachable during this period.

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

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]