

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

[Recipient's Name]
[Recipient's Position]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Subject: Travel Authorization Letter

Dear [Recipient's Name],

I am writing to formally request authorization for travel on behalf of [Employee's Name/Department] to [Destination] from [Start Date] to [End Date] for the purpose of [Reason for Travel, e.g., attending a conference, meeting clients, etc.].

The details of the travel are as follows:

- Departure: [Departure Date and Time]
- Return: [Return Date and Time]
- Mode of Transportation: [e.g., flight, train, car rental]
- Estimated Costs: [total amount or breakdown of expenses]

I believe this trip will significantly benefit our [team/company] by [explanation of the benefits].

Please let me know if you require additional information or documentation.

Thank you for considering this request.

Sincerely,

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