

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Travel Authorization for Spouse

Dear [Recipient Name],

I, [Your Name], hereby authorize my spouse, [Spouse's Name], to travel on my behalf. The details of the trip are as follows:

- Purpose of Travel: [Purpose]
- Destination: [Destination]
- Dates of Travel: [Start Date] to [End Date]

I confirm that [Spouse's Name] has my full consent to undertake this travel and make decisions related to the journey.

Should you require any further information or confirmation, please feel free to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]