

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request travel authorization for [Destination] from [Start Date] to [End Date]. The purpose of this trip is [brief description of purpose, e.g., attending a conference, meeting clients, etc.].

I plan to [briefly outline your itinerary, including any pertinent details such as travel arrangements, accommodations, and activities planned]. The estimated cost for this trip is [provide a rough estimate of expenses].

I believe this trip will be beneficial for [state the reasons why the trip is important for your work, company, or project]. I assure you that I will adhere to all company policies regarding travel arrangements. Thank you for considering my request. I look forward to your approval.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]