

[Your Name]  
[Your Position/Title]  
[Your Department/Faculty]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Department/Faculty]  
[Recipient's Institution]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek your approval for academic travel authorization to attend [Event/Conference Name] to be held in [Location] from [Start Date] to [End Date]. This event presents a valuable opportunity for me to [briefly explain the purpose of the trip and its relevance to your academic work].

I plan to [mention any specific activities, such as presenting a paper, participating in workshops, networking with peers, etc.]. Attending this event will not only enhance my own research but also contribute to our department's goals in [mention any specific departmental or institutional goals].

The estimated costs for this travel will include [list major expenses, such as travel, accommodation, registration fees], totaling approximately [total amount]. I am seeking funding support from [mention any sources, such as institutional funds, grants, etc.].

I appreciate your consideration of my request, and I am looking forward to your positive response. Please let me know if there are any forms or additional information required to process this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Department/Faculty]  
[Your Institution]