

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

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

Dear [Recipient's Name],

Subject: Request for Group Travel Authorization

I am writing to seek authorization for a group travel event organized by [Organization/Department Name] scheduled for [Travel Dates]. The details are as follows:

- **Travel Destination:** [City, State/Country]
- **Purpose of Travel:** [Brief description of the trip's objectives]
- **Number of Participants:** [Total number of participants]
- **Travel Itinerary:** [Provide a brief itinerary of the trip]
- **Estimated Budget:** [Total estimated cost for travel, accommodation, etc.]

We believe that this travel opportunity will [explain the benefits of the trip].

Please let me know if you require any additional information or documentation to process this request. We appreciate your prompt attention to this matter and look forward to your approval.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]