

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

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

Subject: Request for International Travel Authorization

Dear [Recipient Name],

I am writing to formally request authorization for international travel to [Destination] from [Start Date] to [End Date]. The purpose of my travel is [purpose of travel, e.g., business, conference, personal, etc.].

I have taken all necessary precautions to ensure a safe and responsible trip. I will be staying at [Accommodation Details] and have attached my itinerary for your reference.

Please let me know if any additional information is required to process my request. I appreciate your prompt attention to this matter and look forward to your approval.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Organization] (if applicable)