

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

[Recipient's Name]
[Recipient's Title]
[Government Agency/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Tourist Travel Authorization

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a Tourist Travel Authorization to visit [Destination Country] from [Start Date] to [End Date].

I intend to visit [mention places of interest, activities planned, etc.]. The purpose of my travel is to [explain your reason for visiting, e.g., tourism, cultural exchange].

Please find enclosed the required documents, including:

1. A copy of my passport
2. Flight itinerary
3. Hotel reservation details
4. Proof of sufficient funds
5. [Any other required documents]

I appreciate your attention to my request and look forward to your prompt response. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]