

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

Dear [Recipient Name],

I am writing to request travel authorization to attend [Event Name], which will take place on [Event Dates] at [Event Location]. This event is important because [briefly explain the significance of the event and how it relates to your work or organization].

I plan to travel on [Departure Date] and return on [Return Date]. The estimated costs for the trip are as follows:

- Transportation: [cost estimate]
- Accommodation: [cost estimate]
- Meals: [cost estimate]
- Other expenses: [cost estimate]

The total estimated cost for this trip is [total cost]. I believe that attending this event will provide valuable insights and opportunities, including [mention any specific sessions, networking, or benefits].

I kindly request your approval for this travel authorization. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]