

[Your Organization's Logo]  
[Your Organization's Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State, Zip Code]  
Subject: Travel Authorization

Dear [Recipient's Name],

I am writing to formally request authorization for travel on behalf of [Employee's Name/Department/Team] to [Destination] from [Start Date] to [End Date]. The purpose of this travel is [briefly state the reason for travel, e.g., attending a conference, client meeting, etc.].

This travel is essential for [explain the importance of the travel, e.g., project development, networking opportunities, etc.]. We believe that this trip will greatly benefit [Your Organization].

Please find the details of the trip below:

- **\*\*Traveler's Name:\*\*** [Employee's Name]
- **\*\*Travel Dates:\*\*** [Start Date] to [End Date]
- **\*\*Destination:\*\*** [City, State/Country]
- **\*\*Purpose of Travel:\*\*** [Description]
- **\*\*Estimated Costs:\*\*** [Breakdown of costs, if applicable]

I kindly request your approval for this travel authorization at your earliest convenience. Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for considering this request.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]