

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

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

Dear [Recipient's Name],

Subject: Travel Authorization Request

I am writing to formally request travel authorization for a planned business trip to [Destination] from [Start Date] to [End Date]. The purpose of this trip is to [Briefly describe the purpose, e.g., attend a conference, meet with clients, etc.].

The planned itinerary is as follows:

- Departure: [Departure Date and Time]
- Return: [Return Date and Time]
- Hotels: [Hotel Name/Address]
- Meetings/Events: [List any scheduled meetings or events]

I believe this trip will greatly benefit [Company/Organization Name] by [Explain the benefits or outcomes expected from this travel]. I am prepared to comply with any necessary procedures and guidelines regarding travel expenses and documentation.

Please let me know if you require any additional information or documentation to facilitate this request. I appreciate your consideration and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]
[Employee ID (if applicable)]