

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

Dear [Recipient's Name],

Subject: Travel Authorization Request for Relatives

I hope this message finds you well. I am writing to formally request travel authorization for my relatives [Names of Relatives] who will be traveling to [Destination] from [Start Date] to [End Date].

The purpose of their travel is [state the purpose - e.g., visit family, attend an event, etc.]. They will be staying at [Accommodation details or address] and can be reached at [Contact Information].

Please find attached the necessary documents that support this request, including [list any supporting documents such as identification, itineraries, etc.].

I kindly ask for your approval of this travel authorization to facilitate their travel arrangements. Should you need any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Relatives]