

[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],

I am writing to formally request travel authorization for [specific travel details: purpose of travel, destination, dates]. This travel is necessary for [explain reason: business meeting, conference, site visit, etc.].

The details of the trip are as follows:

- ****Destination:**** [City, State/Country]
- ****Dates of Travel:**** [Start Date - End Date]
- ****Purpose of Travel:**** [Brief Description]
- ****Estimated Costs:**** [Breakdown of expenses if applicable]

I believe that this travel will [mention any benefits, such as improving work performance, team collaboration, etc.]. I appreciate your consideration of this request and look forward to your approval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]