

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

Dear [Recipient Name],

Subject: Travel Authorization Verification

I hope this message finds you well. I am writing to formally verify the travel authorization for [Employee's Name], who is scheduled to travel to [Destination] from [Start Date] to [End Date] for [Purpose of Travel].

The details of the travel authorization are as follows:

- Travel Authorization Number: [Authorization Number]
- Approved By: [Approver's Name]
- Purpose of Travel: [Purpose]
- Dates of Travel: [Start Date] to [End Date]

Please confirm that this authorization is valid and if any additional documentation is required. Your timely response will be greatly appreciated to facilitate the necessary arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization]