

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

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

Dear [Recipient's Name],

I am writing to request travel authorization for my upcoming trip to [destination] from [start date] to [end date]. The purpose of this trip is [briefly explain reason for travel, e.g., attending a conference, meeting clients, etc.].

I believe this travel is important for [explain the benefits or importance of the trip]. I have ensured that all expenses will be within budget and will follow the company's travel policy.

Please let me know if you need any further information to process this request.

Thank you for considering my request.

Sincerely,

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