

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

Dear [Recipient's Name],

I am writing to formally request permission to travel to [Destination] from [Start Date] to [End Date] for [purpose of travel, e.g., business meetings, training, conference, personal reasons].

The details of my travel plan are as follows:

- Departure Date: [Date]
- Return Date: [Date]
- Mode of Transportation: [e.g., flight, car, etc.]
- Accommodation: [Hotel name or address, if applicable]

I believe that this trip will be beneficial because [briefly explain the reason and any relevant details].

I understand that my absence during this period may require adjustments, and I am committed to ensuring that my responsibilities are managed in my absence. I will [explain any arrangements you will make, such as delegating tasks or ensuring coverage].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position/Title]