

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

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inform you about my upcoming business trip abroad scheduled for [trip dates] to [destination]. The purpose of this trip is to [briefly state the purpose, e.g., attend a conference, meet with clients, or explore new market opportunities].

During my time there, I will be [briefly outline activities planned, e.g., attending meetings, participating in workshops, etc.]. I believe this trip will be beneficial for [mention any expected outcomes or benefits for your company].

I will be available via email or phone throughout the trip and will ensure that all responsibilities are managed in my absence.

Please let me know if you need any further details or have any questions.

Thank you for your support.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]