

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

Dear [Embassy Official's Name or "To Whom It May Concern"],

Subject: Request for Travel Authorization

I am writing to request travel authorization for my upcoming trip to [Destination Country] from [Start Date] to [End Date]. My trip is for [purpose of travel, e.g., tourism, business meetings, family visit, etc.].

I have attached the necessary documents, including my passport, travel itinerary, and any other relevant information for your review.

Please let me know if you require any additional information or documentation. I appreciate your assistance in this matter.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]