

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Request for Mexico Travel Authorization

Dear [Recipient's Name],

I am writing to request authorization for travel to Mexico. I plan to visit [specific location in Mexico] from [start date] to [end date].

I will be traveling with [names of accompanying individuals, if any], and we aim to [briefly describe the purpose of your visit, e.g., tourism, business, family reunion].

Please find attached any necessary documentation, including my passport copy and travel itinerary. If you require additional information or documentation, please feel free to contact me at your convenience.

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

Sincerely,
[Your Name]