

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

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

Dear [Recipient Name],

I am writing to confirm my travel readiness for [specific event, trip, or purpose] scheduled for [dates of travel]. I have completed all necessary preparations, including [mention any relevant details such as travel arrangements, documentation, health checks, etc.].

I am looking forward to [mention any specific goals or expectations related to the travel]. Please let me know if there are any additional requirements or information needed prior to departure.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]