

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

Dear [Recipient Name],

I am writing to request approval for my upcoming travel plans related to [briefly describe the purpose of the travel, e.g., a conference, meeting, project, etc.]. The details of the travel are as follows:

- **\*\*Destination:\*\*** [City, State/Country]
- **\*\*Travel Dates:\*\*** [Start date] to [End date]
- **\*\*Purpose of Travel:\*\*** [Detailed explanation of the purpose]
- **\*\*Estimated Costs:\*\*** [Breakdown of costs: transportation, accommodation, meals, etc.]

I believe this travel will be beneficial for [explain how it will benefit the company/organization]. I assure you that I will adhere to the company's travel policies and will provide all necessary documentation for expenses incurred during the trip.

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

Sincerely,

[Your Name]  
[Your Position]