

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

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

Dear [Recipient Name],

I am writing to formally express my readiness to travel for [specific purpose, e.g., a business meeting, project, conference] scheduled on [dates]. I have made all necessary arrangements and preparations to ensure a smooth journey and successful participation.

Please let me know if there are any specific travel guidelines or requirements I need to be aware of. I look forward to contributing to [mention the specific project, meeting, or event] and am eager to collaborate with the team.

Thank you for considering my readiness for this travel opportunity.

Sincerely,

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