

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

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

Dear [Recipient Name],

I am writing to seek your permission regarding my upcoming travel itinerary. I plan to travel from [Start Date] to [End Date] to [Destination] for [Purpose of Travel].

The details of my travel itinerary are as follows:

- Departure Date: [Departure Date]
- Return Date: [Return Date]
- Mode of Travel: [Air/Train/Car, etc.]
- Accommodation: [Name and Address of Hotel or Place of Stay]
- Contact Information during Travel: [Phone Number]

I assure you that I will adhere to all the guidelines and procedures necessary for this trip. Please let me know if you require any additional information for your consideration.

Thank you for your attention to this matter. I look forward to your approval.

Sincerely,
[Your Name]