

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

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

Subject: Travel Authorization Letter

Dear [Recipient Name],

I am writing to formally authorize [Name of Traveler] to travel on my behalf from [Start Date] to [End Date]. This letter serves as a verification of their authorization to represent me during this period. Details of the travel are as follows:

- Destination: [Travel Destination]
- Purpose of Travel: [Purpose]
- Itinerary: [Brief Itinerary]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]