

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Travel Clearance Letter

Dear [Recipient Name],  
I am writing to request a travel clearance letter for [purpose of travel, e.g., business, vacation, etc.] from [start date] to [end date]. This letter is needed for [reason for needing the clearance, e.g., visa application, company policy, etc.].

I will be traveling to [destination] and plan to [brief description of activities planned during travel]. I assure you that all necessary precautions and protocols will be followed during the trip.

Please find attached any required documentation, including [list any documents you are including, such as itinerary, passport copy, etc.]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]