

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

[Recipient Name]
[Recipient Title/Position]
[Organization/Company Name]
[Organization Address]
[City, State, Zip Code]
Subject: Request for Travel Permit

Dear [Recipient Name],
I am writing to formally request a travel permit for [specific purpose, e.g., business trip, family visit, etc.] to [destination] from [start date] to [end date].

Details of the travel are as follows:

- Purpose of Travel: [Briefly explain]
- Travel Dates: [Start date to End date]
- Destination: [City and Country]
- Mode of Transportation: [Flight, Train, etc.]

I assure you that all necessary precautions and guidelines will be followed during this travel. I would greatly appreciate your prompt attention to this request, allowing sufficient time for processing. Thank you for considering my request. Please feel free to contact me if you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]
[Your Organization (if applicable)]