

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

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

Subject: Request for Travel Permission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to travel for [purpose of travel] from [start date] to [end date].

Details of the travel are as follows:

- **\*\*Destination:\*\*** [City, Country]
- **\*\*Duration of Travel:\*\*** [Number of days]
- **\*\*Purpose of Travel:\*\*** [Brief description of the purpose, e.g., business meetings, conferences, leisure, etc.]
- **\*\*Travel Itinerary:\*\***
  - Departure: [Flight details or mode of transport]
  - Return: [Flight details or mode of transport]

I assure you that all responsibilities and commitments during my absence will be managed effectively. [Optionally mention any arrangement made in your absence, if applicable].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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