

[Your Name]
[Your Job Title]
[Your Department]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Department]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request travel authorization for [purpose of travel] to [destination] from [start date] to [end date]. The purpose of this travel is to [briefly explain the reason for travel, e.g., attend a conference, meet with clients, etc.].

The estimated cost for the trip is [insert estimated cost], which includes [breakdown of costs, such as transportation, accommodation, meals, etc.]. I believe that attending this event will contribute significantly to [explain the benefits to the organization].

I kindly ask for your approval of this travel request. Please let me know if you require any additional information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]