

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

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

Dear [Recipient's Name],

Subject: Request for Travel Permission

I hope this letter finds you well. I am writing to formally request permission to travel to [destination] from [start date] to [end date]. The purpose of this travel is [briefly explain the reason for travel, e.g., business meeting, conference, family event, etc.].

[Provide additional details about the travel plans, such as itinerary, mode of transportation, accommodations, and any other relevant information.]

I assure you that all responsibilities will be managed prior to my departure, and I will ensure a smooth transition during my absence. [If applicable, mention a colleague who will cover your responsibilities.] Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title/Position]
[Your Department, if applicable]