

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission for international travel to [destination] from [start date] to [end date]. The purpose of this trip is [briefly explain the reason for travel, e.g., attending a conference, conducting research, etc.].

I believe that this opportunity will [explain the benefits of the trip and its relevance to your role or responsibilities]. I assure you that I will adhere to all relevant guidelines and will keep you updated on my itinerary.

Please let me know if you require any further information or documentation to process my request. I look forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization/Institution]