

[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]

Dear [Recipient's Name],

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

This trip is important because [brief explanation of the purpose and benefits of the trip]. I believe that attending [event/meeting/conference] will [specific advantages to you or the organization].

I have made arrangements for my travel and accommodations, which will be [details about cost and funding source, if applicable]. I assure you that I will take all necessary measures to ensure my responsibilities are managed during my absence.

Thank you for considering my request. I look forward to your favorable reply.

Sincerely,  
[Your Name]  
[Your Position]