

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

Dear [Recipient's Name],

Subject: Official Travel Permission Request

I am writing to formally request permission for travel on behalf of [Your Company/Organization] for the purpose of [briefly explain purpose of travel, e.g., attending a conference, meeting with clients, etc.].

Travel Details:

- **\*\*Destination:\*\*** [City, Country]
- **\*\*Travel Dates:\*\*** [Start Date] to [End Date]
- **\*\*Purpose:\*\*** [Detailed explanation of the purpose of the trip]

I believe this travel is essential because [provide reasons why the travel is important for your company/organization].

I will ensure that all necessary arrangements are made in compliance with company policies, including [mention any relevant policies or procedures that will be followed].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]