

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request permission to travel to [Destination] from [Start Date] to [End Date]. The purpose of my travel is [brief description of the reason for travel].

During this time, I will ensure that all my responsibilities are managed and that there is minimal disruption to [mention any relevant work or commitments].

I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]