

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek your approval for a business trip to [destination] from [start date] to [end date]. The purpose of this trip is to [briefly explain reason for travel, e.g., attend a conference, meet with clients, conduct site visits, etc.]. During my time in [destination], I plan to [outline key activities, meetings, or objectives]. This trip is crucial for [explain why the trip is important, e.g., fostering client relationships, pursuing new business opportunities, etc.].

The estimated cost for this trip is [provide a breakdown of costs, including travel, accommodation, meals, etc.]. I have considered budget constraints and will ensure all expenses remain within our guidelines. Please let me know if you need any additional information or if you would like to discuss this further. I appreciate your consideration, and I look forward to your approval.

Thank you for your support.

Sincerely,
[Your Name]
[Your Job Title]