

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

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

Dear [Recipient's Name],

Subject: Travel Authorization Request

I am writing to formally request authorization for my upcoming travel related to [brief description of purpose, e.g., business meeting, conference, etc.].

Details of the travel are as follows:

- ****Travel Dates****: [Start Date] to [End Date]
- ****Destination****: [City, State, Country]
- ****Purpose of Travel****: [Detailed explanation of the purpose]
- ****Travel Arrangements****: [Brief description of arrangements, e.g., flights, accommodations]

I believe this travel is essential to [briefly state the benefit to the company/organization].

Please find attached [any relevant documents, e.g., itinerary, agenda, etc.] for your review.

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]
[Your Company/Organization Name]