

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

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

Dear [Recipient's Name],

I am writing to request permission to travel to [Destination] from [Start Date] to [End Date]. The purpose of this travel is [briefly explain purpose - e.g., business meeting, family visit, educational conference]. I assure you that all necessary arrangements have been made regarding [accommodations, transportation, or other relevant details]. I will ensure my responsibilities are managed in my absence and will remain reachable at all times.

Please let me know if you require any further information or documentation. I appreciate your consideration of my request.

Thank you for your attention.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]
[Your Organization (if applicable)]