

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization/Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Travel Permission Request
I am writing to formally request permission for travel, along with the proposed itinerary for the trip.
Travel Itinerary:
- **Destination:** [Destination Name]
- **Departure Date:** [Departure Date]
- **Return Date:** [Return Date]
- **Purpose of Travel:** [Brief Description of Purpose]
Detailed Itinerary:
- **Day 1:** [Details of Activities/Meetings]
- **Day 2:** [Details of Activities/Meetings]
- **Day 3:** [Details of Activities/Meetings]
I assure you that all necessary precautions will be taken during this trip, and I will adhere to all guidelines provided.
Thank you for considering my request. I look forward to your positive response.
Sincerely,
[Your Name]
[Your Position/Title, if applicable]