

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to travel to [Destination] from [Start Date] to [End Date] for [reason for travel, e.g., business meeting, conference, personal reasons].

I believe this trip is important because [explain the reason and its relevance]. I will ensure that all my responsibilities are taken care of before I leave, and I will be available via [email/phone] if needed during my absence.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]