

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

[Date]  
[Recipient Name]  
[Title]  
[Organization/Department Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for Travel Permit

Dear [Recipient Name],

I am writing to formally request a travel permit for [specific purpose of travel] to [destination] from [start date] to [end date].

[Provide a brief explanation of the purpose of travel and any relevant details.]

I have attached [list any documents included, such as itinerary, identification, etc.], to support my application.

I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]