

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

[Recipient Name]  
[Recipient Position]  
[Recipient Department]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Justification for Travel

I am writing to seek approval for my upcoming travel to [Destination] from [Start Date] to [End Date]. The purpose of this trip is [state the purpose: e.g., attending a conference, meeting with clients, site visit, etc.].

This travel is important for [explain how the travel is aligned with project goals, business objectives, or professional development]. Specifically, my attendance will benefit the company in the following ways:

1. [Justification point 1: e.g., networking opportunities, knowledge acquisition, etc.]
2. [Justification point 2: e.g., strengthening client relationships, exploring new markets, etc.]
3. [Justification point 3: e.g., training, collaboration, etc.]

The estimated total cost for this travel is [amount], which includes [breakdown of costs: flights, accommodation, meals, etc.]. I believe this investment will [explain ROI or potential benefits].

I kindly request your approval to proceed with this travel. I am confident that the outcomes will greatly contribute to our team's goals and overall success.

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

Sincerely,

[Your Name]  
[Your Position]