

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inform you about my upcoming international business travel plans to [Destination] from [Start Date] to [End Date]. The purpose of my visit is to [briefly explain the purpose, e.g., attend meetings, engage in discussions, explore collaboration opportunities, etc.].

During my stay, I aim to [mention specific objectives], and I look forward to the opportunity to [mention any specific arrangements, e.g., meet, collaborate, visit your facilities, etc.].

Please let me know if there are any specific topics you would like to discuss or if there are arrangements you would like to propose.

Thank you for your attention to this matter. I look forward to your response and to a fruitful engagement during my visit.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]