

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of International Travel

I hope this message finds you well. I am writing to formally notify you of my upcoming international travel plans.

**\*\*Travel Details:\*\***

- **\*\*Departure Date:\*\*** [Departure Date]
- **\*\*Return Date:\*\*** [Return Date]
- **\*\*Destination(s):\*\*** [Destination(s)]
- **\*\*Purpose of Travel:\*\*** [Purpose]

During my absence, I will ensure that all pending tasks are completed and that my responsibilities are managed in a timely manner. [If applicable, mention any points of contact during your absence.]

I appreciate your understanding and support regarding my travel plans. Should you require any further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]