

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

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for a business travel trip to [destination] from [start date] to [end date]. The purpose of this travel is to [briefly explain purpose, e.g., attend a conference, meet with clients, etc.].

The details of the trip are as follows:

- **\*\*Travel Dates:\*\*** [start date] to [end date]
- **\*\*Purpose of Travel:\*\*** [detailed explanation]
- **\*\*Estimated Costs:\*\***
  - Transportation: [\$Amount]
  - Accommodation: [\$Amount]
  - Meals: [\$Amount]
  - Other Expenses: [\$Amount]
- **\*\*Total Estimated Costs:\*\*** [\$Total Amount]

I believe this trip will be beneficial for our company in terms of [mention benefits such as networking, business opportunities, etc.]. I have researched logistics and am confident that the trip can be conducted within budget.

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

Sincerely,

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