

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for travel to [Destination] from [Start Date] to [End Date]. The purpose of this trip is to [briefly explain the purpose, e.g., attend a conference, meet with clients, conduct research, etc.].

The estimated cost of the trip is [insert cost], which includes [briefly list costs, e.g., flight, accommodation, meals, etc.]. I believe this travel is essential for [explain the benefits of the travel to the company/organization].

I would greatly appreciate your consideration of this request. Please let me know if you need any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]