

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

Dear [Manager's Name],

Subject: Employee Travel Request

I am writing to formally request approval for business travel on [dates of travel] to [destination]. The purpose of this trip is to [briefly explain the reason for travel, e.g., attend a conference, meet with clients, or participate in training].

The details of the travel are as follows:

- **Travel Dates:** [start date] to [end date]
- **Destination:** [city, state, country]
- **Purpose of Travel:** [explain the objectives]
- **Estimated Costs:**
 - Transportation: [amount]
 - Accommodation: [amount]
 - Meals: [amount]
 - Other Expenses: [amount]

Total Estimated Cost: [total amount]

I believe this trip will [explain how the travel will benefit the company or project]. I will ensure to keep any costs to a minimum and submit all necessary documentation for expense reimbursement.

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

Sincerely,

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