

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval for a group travel arrangement for [specific purpose of travel, e.g., an upcoming conference, team-building event, etc.] scheduled for [dates of travel].

The details of the proposed trip are as follows:

- ****Destination:**** [City, State/Country]
- ****Travel Dates:**** [Start Date] to [End Date]
- ****Number of Participants:**** [Total Number]
- ****Purpose of Travel:**** [Brief description of the purpose and benefits for the group]

We believe that this trip will [explain potential benefits, such as team development, learning opportunities, networking, etc.]. We have made preliminary arrangements that include [mention any arrangements made, such as accommodation or transportation options].

I kindly ask for your approval to proceed with the necessary bookings and arrangements. If you need any further information or to discuss this proposal in more detail, please feel free to contact me at [your phone number or email].

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]