

[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],

Subject: Request for International Travel Approval

I hope this message finds you well. I am writing to formally request approval for international travel for [purpose of travel, e.g., a business meeting, conference, research, etc.] to [destination] from [start date] to [end date].

The objectives of this trip include:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

I believe this travel opportunity will greatly benefit [mention company name or team] by [explain how it will help, e.g., fostering partnerships, gaining insights, etc.].

I have attached the itinerary and estimated budget for the trip for your review. Please let me know if you need any further information or if there are specific procedures I should follow to facilitate the approval process.

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

Sincerely,

[Your Name]
[Your Position]
[Your Department/Team]