

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

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

Dear [Recipient Name],

I am writing to formally request approval for official travel for [purpose of travel, e.g., attending a conference, client meeting, etc.] from [start date] to [end date]. The trip will take place in [destination], and I believe it will significantly benefit our [team/company] by [briefly explain the benefits or goals of the travel]. The estimated cost for this travel is [provide cost details, including transportation, lodging, meals, etc.]. I have included a detailed itinerary and budget breakdown for your review.

I am confident that this travel will support our objectives and enhance our operations. Thank you for considering my request. I look forward to your positive response.

Sincerely,

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