

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

Dear [Recipient's Name],

I am writing to formally request approval for travel related to [briefly describe the purpose of the travel, e.g., attending a conference, meeting with clients, site visit, etc.]. The proposed travel dates are from [start date] to [end date], and the location will be [destination]. The objectives of this travel include [list main objectives or agenda items]. I believe that this trip will [explain how it will benefit your work or the organization].

The estimated costs for this travel are as follows:

- Transportation: \$[amount]
- Accommodation: \$[amount]
- Meals: \$[amount]
- Other expenses: \$[amount]

I have ensured that this request adheres to our company's travel policy and I am prepared to discuss any budget adjustments that may be necessary.

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

Sincerely,

[Your Name]
[Your Job Title]