

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

Dear [Recipient's Name],

I am writing to formally request approval for travel to [destination] from [start date] to [end date]. The purpose of this trip is [briefly explain purpose, e.g., attending a conference, client meetings, etc.].

I believe this travel will greatly benefit [briefly explain how it benefits you or the organization]. I have attached a proposed itinerary and estimated budget for your review.

Please let me know if you need any additional information or if there are forms you would like me to complete.

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

Sincerely,

[Your Name]  
[Your Position]