

[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 am writing to request travel authorization for my upcoming trip to [Destination] from [Start Date] to [End Date]. The purpose of this trip is to [briefly explain the purpose, e.g., attend a conference, meet with clients, etc.].

Details of the trip are as follows:

- Departure date: [Date]
- Return date: [Date]
- Mode of transportation: [e.g., flight, train, personal vehicle]
- Estimated costs: [Include details of costs, if applicable]

I believe this trip will be beneficial for [explain how the trip aligns with company goals or your work]. I assure you that I will adhere to [company's travel policy/any other relevant guidelines].

Please let me know if you need any additional information. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]