

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Department]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Travel Request for Project Work

I am writing to formally request approval for travel related to [Project Name] scheduled from [Start Date] to [End Date]. The purpose of this trip is to [briefly describe the purpose, e.g., conduct research, attend meetings, etc.].

The itinerary is as follows:

- Departure: [Departure Date and Time]
- Destination: [Destination Location]
- Return: [Return Date and Time]

The estimated budget for this trip is as follows:

- Transportation: [Amount]
- Accommodation: [Amount]
- Daily Allowance: [Amount]
- Other Expenses: [Amount]
- Total: [Total Amount]

I believe that this travel will greatly benefit our project by [explain benefits], and I will ensure to keep all expenses within the approved budget.

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

Sincerely,

[Your Name]  
[Your Position]