

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Manager's Name]
[Manager's Position]
[Manager's Company]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for a business 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, conduct training, etc.].

During this trip, I aim to [describe the main objectives or goals you hope to achieve]. I believe that this travel opportunity will benefit our team by [explain how it will be beneficial to the team or company].

The estimated costs for this trip are as follows:

- Transportation: [Amount]
- Accommodation: [Amount]
- Meals: [Amount]
- Other Expenses: [Amount]
- Total: [Total Amount]

I have already taken steps to minimize costs, such as [mention any cost-saving measures, e.g., booking in advance, choosing budget accommodations, etc.].

Please let me know if you need any further information or if there is a convenient time for us to discuss this request in more detail. Thank you for considering my travel request. I look forward to your positive response.

Best regards,

[Your Name]
[Your Position]