

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

[Recipient Name]
[Recipient Position]
[Recipient Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for travel to attend [Name of Training Program] scheduled from [Start Date] to [End Date] at [Location]. This training is crucial for my professional development and will greatly benefit our team by [mention specific benefits or skills you will gain].

The total estimated cost for the travel and training is [insert cost breakdown]. I believe this investment will enhance my skills in [specific area related to your job], thereby contributing to the overall goals of our department.

I would appreciate your consideration of this request and am happy to discuss it further at your convenience.

Thank you for your support.

Sincerely,

[Your Name]
[Your Position]