

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

Dear [Recipient's Name],

I am writing to seek approval for business travel to [Destination] from [Start Date] to [End Date]. This trip is essential for [briefly explain the purpose of the trip, e.g., attending a conference, meeting with clients, etc.].

The key objectives of this travel include:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

The estimated cost of the trip, including airfare, accommodation, and meals, is approximately [Total Cost]. I believe this investment will significantly benefit our company by [explain potential benefits].

I am happy to provide any further information or answer any questions you may have regarding this request. Thank you for considering my request for travel approval.

Sincerely,

[Your Name]
[Your Position]