

[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 hope this message finds you well. I am writing to formally request permission to travel to [Destination] from [Start Date] to [End Date] for [brief description of the purpose, e.g., a conference, business meeting, personal reasons].

During this time, I will ensure that all my responsibilities are managed effectively. [You may add details about how you plan to handle work or commitments while away].

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title, if applicable]