**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

**[Date]**

**[Recipient Name]**

[Recipient Title]

[Company Name]

[Company Address]

[City, State ZIP Code]

**Subject: Travel authorization request letter for a business trip.**

**Dear [Recipient Name],**

I'm writing to request permission to travel. I work for **[Company Name]** and would want to go to **[Destination]** for the purpose of **[Reason for Travel].** The trip dates will be **[Departure Date]** to **[Return Date]**.

I will need to arrange flights, lodging, and transportation as part of this trip. These arrangements have already been made, and I have supplied a comprehensive trip schedule for your inspection. I've also included a copy of my passport for your convenience.

I recognize that this trip may necessitate more resources, and I will do my best to keep any additional costs to a minimum. I'll also remain in touch with the office and keep you updated on any changes to the schedule.

Thank you for your attention and time. Please do not hesitate to contact me by email or phone if you have any queries.

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**

**\*Note: the content of the letter and the requirement of documents may vary depending on the organization; make sure to check with the HR or manager before writing the letter.**