

# Application for Travel Permission Abroad

Date: [Insert Date]

To,

The [Authority/Manager/Principal],

[Organization Name],

[Address],

Subject: Application for Travel Permission Abroad

Dear [Authority/Manager/Principal's Name],

I hope this letter finds you well. I am writing to formally request permission to travel abroad for [mention purpose: e.g., academic, tourism, family visit, etc.] from [start date] to [end date].

During this time, I will be visiting [mention the country/countries] where I intend to [briefly explain activities planned, e.g., attend a conference, visit relatives, etc.]. This trip is important for [mention the significance of the trip and any benefits it may bring].

I assure you that I will comply with all regulations and guidelines during my travels and will ensure that my responsibilities at [Organization/School Name] are managed prior to my departure.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Designation]

[Your Contact Information]