

Travel Authorization Confirmation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Confirmation of Foreign Travel Authorization

Dear [Recipient's Name],

This letter serves to confirm that your request for foreign travel authorization has been approved. The details of your travel are as follows:

- Destination: [Insert Destination]
- Travel Dates: [Insert Travel Dates]
- Purpose of Travel: [Insert Purpose]

Please ensure that you have all necessary documents and adhere to the travel guidelines provided by the authorities. Should you have any further questions or need assistance, do not hesitate to reach out.

Wishing you safe travels!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]