

Request for Approval of International Journey

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for an upcoming international journey that I intend to undertake from [Start Date] to [End Date]. The purpose of this trip is [briefly explain the purpose of the journey, such as a conference, business meeting, etc.].

The details of my journey are as follows:

- **Destination:** [Destination]
- **Reason for Travel:** [Reason]
- **Proposed Itinerary:** [Brief itinerary]
- **Estimated Costs:** [Estimated costs, if applicable]

I believe this journey will benefit our organization by [discuss expected outcomes and benefits for the organization]. I assure you that I will adhere to all company policies and guidelines while on this trip.

Thank you for considering my request. I look forward to your approval at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]