

Request for International Travel Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization for international travel to [Destination Country] for the purpose of [State Purpose of Travel]. The intended travel dates are from [Start Date] to [End Date].

This trip is essential to [Explain the importance of the travel, including any meetings, conferences, or engagements you will attend]. I believe it will significantly benefit [Your Organization/Department].

I am committed to adhering to all guidelines and protocols established for international travel and will ensure all necessary documentation is prepared in advance.

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

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]