

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/School Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request approval for international travel to participate in a cultural exchange program scheduled to take place from [start date] to [end date] in [destination]. This program is organized by [organizing body] and aims to [briefly describe the purpose and benefits of the program].

As a [your position or role, e.g., student, educator], I believe this opportunity will significantly enhance my understanding of [mention specific cultural aspects or skills you hope to gain]. Furthermore, it aligns with [mention any relevant goals or objectives related to your institution or personal development].

I assure you that all necessary arrangements for my travel, including accommodations and safety measures, have been thoroughly planned. I am committed to adhering to all institutional guidelines and regulations during this experience.

Thank you very much for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position, if applicable]