

# Application for International Travel Approval

**Date:** [Insert date]

**To:** [Insert Name]  
[Insert Title]  
[Insert Department/Organization]  
[Insert Address]  
[Insert City, State, Zip Code]

Dear [Insert Name],

I am writing to seek approval for international travel to attend the [Insert Conference Name] scheduled to take place from [Insert Start Date] to [Insert End Date] in [Insert Location]. This conference focuses on [briefly describe the focus of the conference] and presents an excellent opportunity for my academic development and networking with leading experts in the field.

As an [Insert Your Position] at [Insert Institution/Organization], I have been actively involved in [briefly describe your work/research relevant to the conference]. Attending this conference will allow me to [insert specific benefits of attending, such as presenting your research, participating in workshops, etc.].

In light of the conference's significance to my academic and professional growth, I kindly request your approval for this travel. I have attached the agenda and relevant details of the conference for your review.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Department]  
[Your Institution/Organization]  
[Your Email]  
[Your Phone Number]