

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for international travel related to [specific government assignment or purpose] has been approved.

Travel Details:

- Destination: [Destination Country/City]
- Travel Dates: [Start Date to End Date]
- Purpose of Travel: [Purpose]

Please ensure all necessary arrangements are made in accordance with the guidelines provided by the [Department/Organization]. We wish you a safe and productive trip.

Should you have any questions or require further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Department/Organization]

[Your Contact Information]