

# Travel Approval Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Subject: Request for International Travel Approval for Family Emergency

Dear [Recipient's Name],

I am writing to formally request approval for international travel due to a pressing family emergency. Unfortunately, I have received news that [briefly describe the family emergency, e.g., a close family member is critically ill, etc.], which requires my immediate attention and presence in [Destination Country].

The details of my travel are as follows:

- **Departure Date:** [Insert Date]
- **Return Date:** [Insert Date]
- **Destination:** [Destination City, Country]
- **Purpose of Travel:** [Briefly explain the importance of being there]

I understand the importance of my responsibilities and will ensure that all my duties are managed appropriately during my absence. I am willing to discuss any necessary arrangements to ensure continuity of work.

Your understanding and support during this difficult time would be greatly appreciated. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]