

International Travel Approval Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of International Travel Approval

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I have received approval for my upcoming international travel for personal reasons. The details of my travel are as follows:

- **Destination:** [Destination]
- **Travel Dates:** [Start Date] to [End Date]
- **Purpose of Travel:** [Brief Description]

Please let me know if there are any further requirements or documentation needed prior to my departure. I appreciate your understanding and support regarding my travel plans.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]