

Request for International Travel Approval

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for international travel for business purposes. The details of the trip are as follows:

- **Destination:** [Insert Destination]
- **Duration:** [Insert Start Date] to [Insert End Date]
- **Purpose of Travel:** [Briefly explain the purpose of the trip]
- **Expected Outcomes:** [Highlight the expected benefits]

Given the importance of this trip to [insert company or project name], I believe that it will provide significant opportunities for our business. I have attached a detailed itinerary and relevant documents for your review.

I appreciate your consideration of my request and look forward to your prompt approval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]