

Travel Request Approval

Date: [Insert Date]

To: [Recipient's Name]

From: [Employee's Name]

Subject: Approval Request for Business Travel

Dear [Recipient's Name],

I am writing to formally request approval for my upcoming business travel. Please find the details outlined below:

- **Destination:** [Insert Destination]
- **Travel Dates:** [Insert Dates]
- **Purpose of Travel:** [Insert Purpose]
- **Estimated Costs:** [Insert Estimated Costs]

This travel is essential for [brief explanation of the importance of the travel]. I assure you that I will adhere to our corporate travel policies and keep expenses to a minimum.

Thank you for considering my request. I look forward to your approval.

Best regards,

[Employee's Name]

[Employee's Job Title]

[Employee's Contact Information]