

Travel Gift Voucher Request

Date: _____

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a travel gift voucher to support our upcoming educational trip to [Destination]. This trip is designed to enrich the learning experience of our students by [briefly explain the purpose of the trip].

The total estimated cost for this trip is [Total Cost], and a travel gift voucher would greatly assist in making this experience accessible for all participating students.

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

Warm regards,

[Your Name]

[Your Position]

[Your School/Organization Name]

[Your Contact Information]