

# Business Travel Authorization Request

Date: [Insert Date]

To: [Supervisor's Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request authorization for business travel to [Destination] from [Start Date] to [End Date]. This trip is essential to [briefly explain the purpose, e.g., attend a conference, meet with clients, etc.].

During this trip, I intend to [mention key activities, e.g., participate in meetings, network with industry professionals, etc.], which aligns with our company's goals of [mention relevant objectives, e.g., expanding our market reach, increasing client relationships, etc.].

The estimated cost for this trip is [insert amount], which includes [breakdown of expenses, e.g., flights, accommodation, meals, etc.]. I believe this investment will yield significant benefits for our team and the company as a whole.

I appreciate your consideration of this request and look forward to your approval. Please let me know if you need any further information.

Thank you for your time.

Sincerely,

[Your Name]  
[Your Title]  
[Your Department]  
[Your Contact Information]