

Business Trip Authorization Application

Date: [Insert Date]

To,

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

Subject: Application for Business Trip Authorization

Dear [Manager's Name],

I am writing to formally request authorization for a business trip to [destination] from [start date] to [end date]. The purpose of this trip is to [briefly explain purpose, e.g., meet with clients, attend a conference, etc.].

During this trip, I plan to [provide a brief outline of activities, meetings or events scheduled]. I believe that this trip will provide significant benefits to our company, including [mention any expected outcomes or benefits].

The estimated costs for this trip are as follows:

- Travel: [amount]
- Accommodation: [amount]
- Meals: [amount]
- Miscellaneous: [amount]

I would be grateful if you could approve my request at your earliest convenience. Please let me know if you require any additional information or documentation regarding this trip.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]