

# Formal Request for Business Travel Authorization

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

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

The reasons for this travel request include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Attending this engagement will not only enhance our business relationships but also contribute positively to our ongoing projects and objectives. I have outlined a detailed itinerary and budget for the trip, which I have attached for your review.

I appreciate your consideration of this request and look forward to your favorable response. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]