

Letter of Inquiry for Travel Approval

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the approval for my upcoming business trip to [Destination] from [Start Date] to [End Date]. The purpose of this travel is to [briefly explain the reason for the trip, e.g., attend a conference, meet with clients, etc.].

In preparation for this trip, I have outlined an itinerary and estimated budget, which I am happy to discuss further at your earliest convenience. This opportunity is vital for [explain why this travel is important for the business or project].

I appreciate your consideration of my request and look forward to your approval so that I may proceed with the arrangements.

Thank you very much for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Company]