

# Business Travel Justification Letter

Date: \_\_\_\_\_

To: [Approver's Name]

[Approver's Title]

[Company Name]

[Company Address]

Dear [Approver's Name],

I am writing to formally request approval for a business travel requisition for the purpose of [briefly state the purpose of the trip, e.g., attending a conference, meeting with clients, etc.].

The travel is planned for [insert dates] and will take place in [insert location]. This trip is crucial for [explain the importance of the trip and its benefits for the company, e.g., meeting potential clients, expanding business opportunities, etc.].

The estimated expenses for this trip include:

- Transportation: \$[amount]
- Accommodation: \$[amount]
- Meals: \$[amount]
- Other expenses: \$[amount]

Total estimated cost: \$[total amount]

Given the anticipated outcomes from this travel, I believe that the investment will yield significant returns and support our strategic goals. I assure you that I will manage all expenses diligently and will provide a detailed report upon my return.

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

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]