

Notification of Upcoming Business Travel

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Approval of Upcoming Business Travel

Dear [Manager's Name],

I am writing to inform you of an upcoming business travel opportunity that requires your approval. The details are as follows:

- **Destination:** [Destination]
- **Travel Dates:** [Start Date] to [End Date]
- **Purpose of Travel:** [Business Purpose]
- **Estimated Budget:** [Estimated Amount]

This travel will enable us to [brief explanation of the benefits to the company]. I believe it is a significant opportunity for our team to [mention any relevant objectives].

I kindly request your approval for this travel at your earliest convenience. Please let me know if you need any further information or documentation.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]