

# Business Travel Request Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to propose a business travel request for [Purpose of the Trip] taking place from [Start Date] to [End Date]. This trip will provide valuable opportunities to [describe the objectives of the trip, e.g., attend meetings, conferences, client visits, etc.].

The estimated costs for the travel are as follows:

- Airfare: [Estimated Cost]
- Accommodation: [Estimated Cost]
- Meals: [Estimated Cost]
- Transportation: [Estimated Cost]

The total estimated cost for this trip would be [Total Cost]. I believe the benefits gained from this trip will greatly outweigh the costs, including [mention specific benefits, e.g., networking, learning, potential sales].

Thank you for considering this proposal. I look forward to your approval.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]