

Request for Business Travel Approval

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Request for Approval of Business Travel

Dear [Supervisor/Manager's Name],

I am writing to request your approval for a business trip to [Destination] from [Start Date] to [End Date]. The purpose of this travel is to [Briefly state the purpose: e.g., attend a conference, meet clients, etc.].

The details of the trip are as follows:

- **Destination:** [Destination]
- **Travel Dates:** [Start Date] to [End Date]
- **Purpose of Travel:** [Purpose]
- **Estimated Costs:** [Provide estimated costs for travel, accommodation, etc.]

I believe this trip will greatly benefit our team by [Explain how the trip will help achieve business goals]. I am happy to provide any additional information you may need.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]