

Subject: Request for Approval of Business Trip

[Your Name]
[Your Job Title]
[Your Department]
[Your Company Name]
[Your Email Address]
[Date]

[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to formally request approval for a business trip to [destination] from [start date] to [end date]. The purpose of this trip is to [briefly explain purpose, e.g., attend a conference, meet with a client, etc.].

During this trip, I plan to [list key activities, meetings, or events you will attend]. I believe that this trip will significantly benefit our team and contribute to our goals in [mention relevant project or objective].

The estimated cost for this trip, including travel, accommodation, and meals, is approximately [provide estimated cost]. I have researched options and am committed to minimizing expenses while ensuring a productive trip.

I appreciate your consideration of my request. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]