

# Approval Letter

Date: [Insert Date]

To: [Travel Coordinator's Name]

[Travel Coordinator's Address]

City, State, Zip Code

Dear [Travel Coordinator's Name],

We are pleased to inform you that your application to serve as the Travel Coordinator for [School/Organization Name] has been approved. Your experience and dedication to organizing trips are highly valued, and we are confident in your ability to manage all aspects of the travel arrangements effectively.

Please ensure that the following guidelines are adhered to during your coordination:

- All travel plans must be submitted for approval at least [Insert Timeframe] in advance.
- Coordinate with the necessary school staff and obtain all required permissions.
- Maintain clear communication with students and parents regarding travel itineraries.

We look forward to your contributions in making our travel program a success.

If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]