

# Travel Itinerary Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to seek your approval for my upcoming travel itinerary regarding [briefly describe the purpose of the travel, e.g., a research conference, book signing, etc.]. Below are the details of my travel plans:

## Itinerary Details:

- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Destination:** [Insert Destination]
- **Purpose of Travel:** [Insert Purpose]
- **Estimated Costs:** [Insert costs, if applicable]

Please let me know if you require any further information or modifications to the itinerary. I appreciate your attention to this matter and look forward to your prompt approval.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]