

# Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

## **Subject: Travel Authorization for Holiday Vacation**

To Whom It May Concern,

This letter is to formally authorize [Traveler's Full Name], holding passport number [Traveler's Passport Number], to travel from [Departure City] to [Destination Country] for the purpose of a holiday vacation from [Start Date] to [End Date].

During this period, [he/she/they] will be staying at [Accommodation Details or Address]. All necessary arrangements for travel and stay have been made in compliance with the regulations of [Destination Country].

Should you require any further information or verification, please do not hesitate to contact us at [Embassy Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Embassy of [Country]