

Embassy Travel Authorization Letter

Date: [Insert Date]

To: [Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Request for Travel Authorization

Dear Sir/Madam,

I am writing to request a travel authorization for [Full Name], a [Position Title] at [Company/Organization Name], who has been invited to attend a work-related conference entitled "[Conference Name]" taking place from [Start Date] to [End Date] in [Location].

This conference is of significant importance to our organization, as it will cover [briefly explain the purpose and the benefits of the conference], and [Full Name] will be representing our interests and participating in important discussions.

We kindly ask for your assistance in facilitating a travel authorization for [Full Name] so that they may be able to travel to [Destination Country] for this purpose.

Attached to this letter are the relevant documents, including the conference invitation letter, itinerary, and proof of employment.

Thank you for considering this request. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]