

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Official Travel Authorization

Dear [Recipient's Name],

I am writing to formally request authorization for my upcoming official travel to [destination] from [start date] to [end date]. The purpose of this travel is [briefly explain the purpose, e.g., to attend a conference, bilateral meetings, etc.].

As per our organization's policy and in accordance with international diplomatic protocols, I seek your approval to proceed with this travel. Please find attached the necessary documents, including my itinerary and any relevant information regarding the meetings scheduled during my stay.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]