

Travel Authorization Request Letter

Date: [Insert Date]

Embassy of [Country Name]
[Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request travel authorization to visit [Country Name] from [Start Date] to [End Date]. The purpose of my travel is [briefly explain purpose, e.g., tourism, business, family visit].

I am a citizen of [Your Country] and currently reside at [Your Address]. My passport number is [Your Passport Number], and it is valid until [Expiration Date].

Attached to this letter are my travel itinerary, proof of accommodation, and any other relevant documentation necessary for your review.

I would appreciate your prompt attention to this matter, and I look forward to your favorable response.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]