

Urgent Request for Travel Authorization

Date: [Insert Date]

To: [Embassy Name]

Address: [Embassy Address]

Subject: Urgent Request for Travel Authorization

Dear [Embassy Official's Name],

I hope this message finds you well. I am writing to urgently request travel authorization to [destination country] due to [brief reason for urgency, e.g., family emergency, medical reasons]. My intended travel dates are from [start date] to [end date].

Given the circumstances, I kindly ask for your prompt assistance in processing this request. I am willing to provide any necessary documentation to facilitate the process, including [list any relevant documents, e.g., flight itinerary, proof of urgency].

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]