

# Joint Travel Request

Date: [Insert Date]

To: [Embassy Name]  
[Embassy Address Line 1]  
[Embassy Address Line 2]  
[City, State, Zip Code]

Subject: Official Joint Travel Request for Embassy Approval

Dear [Embassy Official's Name],

We are writing to formally request approval for our joint travel plans to [Destination] from [Start Date] to [End Date]. We are [Your Name], [Your Position] at [Your Organization] and [Co-Traveler's Name], [Co-Traveler's Position] at [Co-Traveler's Organization].

Our travel purpose includes [Brief Description of Purpose]. We believe that this travel is essential for [Explain Reason and Benefits].

We respectfully request the necessary visas to facilitate our travel. Attached are the required documents, including:

- Completed Visa Application Forms
- Copies of Passport Identification Pages
- Itinerary and Travel Schedule
- Proof of Accommodation
- Financial Support Documentation

Thank you for considering our request. We look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]  
[Co-Traveler's Name]  
[Co-Traveler's Position]  
[Co-Traveler's Organization]  
[Co-Traveler's Contact Information]