

Travel Approval Request

Date: [Insert Date]

To: [Insert Approving Authority's Name]

From: [Insert Your Name]

Subject: Request for Travel Approval for [Team Name]

Dear [Approving Authority's Name],

I am writing to request your approval for travel arrangements for the [Team Name] to participate in [Name of the Event/Competition] scheduled for [Event Date] in [Event Location].

The details of the trip are as follows:

- Departure Date: [Insert Departure Date]
- Return Date: [Insert Return Date]
- Traveling to: [Destination]
- Number of Participants: [Insert Number]

This trip is crucial for the team as it provides an opportunity to compete against other teams and enhance our athletes' skills and experience. We have made preliminary arrangements for transportation and accommodation, which will ensure the team's safety and comfort during the trip.

I kindly ask for your approval of the travel plans at your earliest convenience. Should you need any additional information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Team Name]

[Your Contact Information]