

Travel Authorization Letter

Date: _____

To: [Coach's Name]

[Team Name]

[Team Address]

[City, State, Zip Code]

Dear [Coach's Name],

This letter serves to authorize the travel of the [Team Name] to [Destination] for the [Event/Competition Name] scheduled on [Date of Event].

The details of the travel are as follows:

- Departure Date: [Departure Date]
- Return Date: [Return Date]
- Transportation Mode: [Bus/Train/Flight]
- Accommodation: [Hotel Name/Address]

All team members are required to adhere to the travel guidelines established by [Organization/League Name]. Additionally, please ensure that all necessary permissions and waivers are obtained prior to departure.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization/School Name]

[Contact Information]