

Travel Expense Authorization Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm that your travel expense authorization request has been approved. Below are the details of your approved travel expenses:

- **Traveler Name:** [Traveler's Name]
- **Travel Dates:** [Start Date] to [End Date]
- **Destination:** [Travel Destination]
- **Approved Amount:** [Approved Amount]
- **Purpose of Travel:** [Purpose]

Please ensure that all travel expenses are supported by appropriate receipts and submitted for reimbursement within [specific time frame].

Thank you for your attention to this matter. Should you have any questions, feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]