

To: [Manager's Name]

From: [Your Name]

Date: [Date]

Subject: Business Travel Itinerary Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek your approval for my upcoming business trip scheduled from [Start Date] to [End Date]. Below are the details of the itinerary:

- **Destination:** [Destination]
- **Purpose of Travel:** [Purpose]
- **Departure:** [Departure Date and Time]
- **Return:** [Return Date and Time]
- **Accommodation:** [Hotel Details]
- **Estimated Budget:** [Budget Details]

Please let me know if you require any additional information or if there are any adjustments needed. I appreciate your prompt response so that I can proceed with the necessary arrangements.

Thank you for your consideration.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]