

# Budget Approval Request for Travel and Accommodation

**Date:** [Insert Date]

**To:** [Approver's Name]

**From:** [Your Name]

**Subject:** Request for Budget Approval for Upcoming Travel

Dear [Approver's Name],

I am writing to formally request your approval for the budget related to my upcoming travel and accommodation for [insert purpose of travel, e.g., attending a conference, business meeting]. The details are as follows:

## Travel Details:

- **Destination:** [Insert Destination]
- **Travel Dates:** [Insert Dates]
- **Purpose of Travel:** [Insert Purpose]

## Budget Breakdown:

- **Airfare:** \$[Insert Amount]
- **Accommodation:** \$[Insert Amount]
- **Meals:** \$[Insert Amount]
- **Transportation:** \$[Insert Amount]
- **Total Estimated Cost:** \$[Insert Total Amount]

I believe that this trip will be invaluable for [insert benefits of the trip]. I assure you that I will manage all expenses responsibly and keep the trip within budget.

Thank you for considering my request. I am looking forward to your approval.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]