

# Travel Authorization Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Travel Authorization

Dear [Manager's Name],

I am writing to request authorization for travel on behalf of [Company Name] for the purpose of [briefly state purpose, e.g., attending a conference, client meeting, etc.]. The details of the trip are as follows:

- **Destination:** [Insert Destination]
- **Travel Dates:** [Insert Start and End Dates]
- **Purpose of Travel:** [Insert Purpose]
- **Estimated Costs:** [Insert Estimated Costs]

I believe this trip will be beneficial for [mention any potential benefits to the company, e.g., networking opportunities, project advancement, etc.]. I will ensure to manage costs effectively and adhere to company travel policies.

Please let me know if you require any additional information or if there are forms or procedures I should complete before the travel date. Your consideration of this request is greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt approval.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]