

# Travel Support Request for Offsite Meeting

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I am writing to formally request travel support for an upcoming offsite meeting scheduled for [Insert Date(s)] in [Insert Location]. The meeting aims to [briefly describe the purpose of the meeting].

Attending this meeting would greatly benefit [mention the department, team, or project] as it will provide valuable opportunities for [mention key benefits, such as networking, collaboration, training, etc.].

The estimated total cost for travel, accommodation, and related expenses is approximately [Insert Amount]. I believe that this investment will yield significant returns through [mention specific outcomes, if possible].

I kindly request your approval for this travel support and am happy to provide any further information needed to facilitate this request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]