

# Travel Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], residing at [Your Address], hereby authorize [Traveler's Full Name], who holds a passport number [Traveler's Passport Number], to travel on my behalf for the purpose of [Reason for Travel] from [Start Date] to [End Date].

This authorization is granted for the following locations: [List of Locations].

If you have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]