

Travel Approval Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], hereby give my approval for my domestic partner, [Partner's Name], to undertake travel arrangements on my behalf. This approval is granted for the duration of [Travel Dates] and includes all necessary arrangements related to [Specify Details, e.g., flights, accommodations, etc.].

[Partner's Name] can be reached at [Partner's Contact Information] for any further clarifications regarding the travel plans.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]