

Travel Authorization Request

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Travel Authorization for Board Activities

Dear [Recipient Name],

I am writing to formally request travel authorization to attend [Insert Purpose, e.g., Board Meeting, Conference] scheduled for [Insert Dates] in [Insert Location]. This event is crucial for [Insert Reason for Travel, e.g., making strategic decisions, networking with peers, etc.].

Details of the trip are as follows:

- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Destination:** [Insert Destination]
- **Estimated Cost:** [Insert Estimated Cost]

I believe my attendance will greatly contribute to the objectives of our board and enhance our initiatives moving forward. I appreciate your consideration of this request and look forward to your prompt approval.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]