

# Letter of Permission to Travel

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[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

**Subject: Permission to Travel for [Purpose]**

**Dear [Recipient's Name],**

I am writing to request permission to travel to [destination] from [start date] to [end date] for the purpose of [state purpose, e.g., attending a conference, participating in a training session, business meetings].

The trip is expected to provide valuable insights and opportunities that will contribute to [specific benefits, such as enhancing knowledge, networking, business development]. I have arranged all travel details, including accommodations and itinerary, which are attached for your review.

During my absence, [colleague's name] will cover my responsibilities, ensuring that there is no disruption in our daily operations. I will be reachable via email and phone, should there be any urgent matters that need my attention.

I appreciate your consideration of this request and am hopeful for a positive reply. This travel is not only a significant professional opportunity but will also greatly benefit our team by bringing back new ideas and approaches to our work.

Thank you for your attention to this matter.

**Best regards,**

**[Your Name]**

**[Your Position]**