**Sample Travel Permission Letter**

To Mr. John Hall

Executive Director

Abel’s Foods

399 East A Street

Seattle, WA. 99999

From: Betty Scott

June 12, 20XX

Dear Mr. Hall,

RE: Conference on Produce Handling Practices

I am writing to request permission to attend the Produce conference practices seminar offered in Bellingham, WA. The conference takes place from July 8, 2028, through July 10, 2028. I am required to log in training hours to maintain my certification per Abel’s Foods policies on fresh food handlers. The training is essential for professional development and offers the credit hours that I need to obtain. I will be away from my post for three days from July 8, 2028, through July 10, 2028, and will return to my normal schedule at work on July 11, 2028.

Thank you for your consideration, and I look forward to hearing about your decision.

Sincerely,

Betty Scott