**Travel Permission Letter Format**

To {Recipient’s name}

{Recipient’s Title}

{Company name}

{Address}

{City, State, and Zip Code}

From: {Sender name. Address is optional}

{Date}

{Dear Sir/Madam},

RE: {Statement of the permission}

I am writing to request permission for {reason for the permission} on {dates for requested permission}. I plan to return to work on {date of return}. The reason for {the purpose of the permission request} is to {explain why this is important and the benefits}.

I will be gone for {number of days/duration of leave} and promise to return to work immediately following my arrival.

Thank you for your consideration in this matter,

Sincerely {Your name}

Signature {Your Signature}

{Contact information}