Mister Stephen Dural Finance Head,

Accounting Department of Air Total Austria,

Vienna,

Austria October 5, 20XX

Dear sir:

Top of the morning to you! I am writing to your department office with a humble request to travel for a business seminar abroad. It’s a global event sponsored by the World Bank Group under the International Finance Corporation (IFC). It would be the leading climate business forum of the year and have been lucky enough to be nominated to represent our company and the region during the seminar. My three-year membership as part of the group and contributions I have made to the company, as a result, have been symbiotically beneficial. In that regard, I am requesting you as my immediate superior to permit me to attend. I would be travelling on October 10, 2018, at Vienna International Airport. I would shortly return to work once the seminar has ended. I appreciate your understanding and consideration.

Sincerely,

Jedda Lue Employee.