**Travel Permission Request Letter to Employer**

From: Mr. Andrew Smith, Head of Operations

Accounting Department, Weston Laboratories

938 Alpine

Philadelphia, Pennsylvania 98765

Email: asmith@gmail.com

(444)848-9284

To: Mr. Eric Dural

Accounting Department Director

Weston Laboratories

373 Sycamore Drive

Philadelphia, Pennsylvania 98765

July 27, 20XX

Dear Mr. Dural,

Greetings! I am writing to your office to request permission to travel to a business conference that is being held abroad. It is an international event that is sponsored by the International Finance Corporation for accounting practices in international teams. The International Conference for Business and Relations in Science is being held in Stockholm, Sweden this year. It provides insights on how companies can better work together when dealing with diverse financial institutions and markets.

I would represent our company as a member of the group, and a 3-year member in good standing, providing input on the processes that we have put in place, to share our views on the best practices with other members of the group. Plans to complete the agreement on best practices are a part of the agenda for the conference, and representation is important to have our voice heard. I have served as chair of the planning committee at past conferences and have received an invitation to attend the upcoming event.

I am requesting permission from you, my immediate supervisor, to submit my acceptance and register for the conference within the next two weeks to meet the deadline, and allow me to attend. I would leave on September 20, 2028, traveling from Newark International Airport to Stockholm, Sweden, and returning on September 25, 2028, from Stockholm to Newark. I would return to work on September 25, 2028, after a 4-day absence from my post. I appreciate your understanding and consideration for this leave that would benefit our company’s international cooperative agreements with our foreign partners.

I look forward to hearing about your decision.

Sincerely,

John Smith, Employee