

# Sample Formal Request Letter for Permission to Travel (Official Purposes)

**Subject:** Request for Permission to Travel for Official Purposes

**Date:** [Insert Date]

To,  
[Supervisor/Manager's Name]  
[Designation]  
[Company/Organization Name]  
[Address]

Dear [Supervisor/Manager's Name],

I am writing to formally request your kind permission to undertake official travel from [Start Date] to [End Date] to [Destination]. The purpose of this trip is to [state the purpose, e.g., attend a business meeting/conference/training session/visit a client].

The travel is essential as it will [explain the expected benefits, such as contribute to the success of a project, enhance my skills, strengthen client relations, etc.]. Upon completion of the trip, I will submit a detailed report and share relevant outcomes with the team.

I assure you that all my current responsibilities will be managed in my absence and I will ensure a smooth workflow. I kindly request you to grant me the necessary permission for this official travel.

Thank you very much for your consideration.

Yours sincerely,  
[Your Name]  
[Your Designation]  
[Department]  
[Contact Information]