

Official Travel Approval Letter

Subject: Acceptance of Travel Request

Dear [Employee Name],

We are pleased to inform you that your travel request for [Destination] from [Start Date] to [End Date] has been approved. Please ensure all necessary arrangements are made in accordance with company travel policies.

Kindly submit any required travel documents before [Submission Date]. We wish you a safe and productive journey.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acceptance-letter-sample-for-travel>