

Preliminary Travel Acceptance Letter

Subject: Provisional Approval for Conference Travel

Dear [Employee Name],

We have provisionally accepted your request to attend the [Conference Name] in [Location]. Final confirmation will be issued once all documentation and travel arrangements are reviewed.

Please ensure submission of itinerary and relevant documents by [Date]. We appreciate your commitment to representing the organization.

Best regards,

[Your Name]

[Position]

[Company Name]

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