

Sample Travel Authorization Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name], to travel on my behalf for the trip scheduled from [Start Date] to [End Date]. [Authorized Person's Name] is granted full authority to make travel arrangements, book accommodations, and handle any necessary travel-related matters.

I trust [Authorized Person's Name] to represent me during the trip and make decisions that are in line with my preferences. This authorization letter includes the power to sign documents and agreements related to the travel.

Please accept this letter as my formal travel authorization on behalf of [Authorized Person's Name].

Sincerely,

[Your Signature]

[Your Printed Name]