

Provisional approval for training-related travel

Subject: Provisional Permission for Training Tour

Dear [Supervisor's Name],

This is to request your provisional approval for me to attend the upcoming training tour to [Location] scheduled from [Start Date] to [End Date]. The training is expected to enhance my professional skills and contribute to my role in the company.

I will share a detailed itinerary, along with confirmation of travel and accommodation arrangements, once finalized. Pending your approval, I will proceed with the necessary registrations.

Thank you for your consideration.

Sincerely,

[Employee's Name]

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