

## Travel Authorization Letter

Dear [Name of Authority],

I am writing to request a travel authorization letter for [Name of traveler(s)] to [Destination of travel].

The purpose of this trip is [State the purpose of the trip, such as attending a conference, visiting family, or conducting business]. We plan to travel on [Date of departure] and return on [Date of return].

The following are the details of the traveler(s):

[Name of Traveler(s)]: [Passport Number], [Date of Birth], [Nationality], [Occupation], [Address]

As per the regulations of [Destination country], a travel authorization letter is required for us to enter the country. I have attached all the necessary documents required for this trip, including flight tickets, hotel reservations, and a copy of our passports. We also have proof of vaccination and negative COVID-19 test results.

I am kindly requesting that you issue the travel authorization letter as soon as possible so that we can proceed with our travel arrangements. If there are any additional documents required, please let us know.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]