

Request Letter for Travel Approval

Maria Davis

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October 21, 2024

Mark Johnson

Director of Sales

BrightPath Solutions

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Subject: Request for Travel Approval for Client Meeting in Chicago

Dear Mr. Johnson,

I hope this message finds you well. I am writing to formally request approval for a business trip to Chicago, IL, from November 3 to November 5, 2024, to meet with ABC Enterprises regarding their upcoming project with our company. This meeting is essential for finalizing the project scope, addressing specific client needs, and strengthening our relationship with the client.

The estimated cost for travel, including airfare, accommodation, and meals, is \$1,200. I have attached a detailed breakdown of the travel expenses for your review.

I believe this trip will significantly contribute to the successful completion of the project and will allow us to secure potential future business with ABC Enterprises.

I kindly request your approval to proceed with the travel arrangements. Please let me know if any additional information is required.

Thank you for considering this request.

Sincerely,

Maria Davis

Sales Manager

BrightPath Solutions