

Request for Air Ticket Approval Letter

Linda Morgan

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Richard Davis

Director of Operations
GlobalTech Solutions
789 Corporate Avenue
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Subject: Request for Air Ticket Approval for Business Trip

Dear Mr. Davis,

I hope you are doing well. I am writing to request your approval for an air ticket for my upcoming business trip to **San Francisco** on November 5, 2024, to attend the Tech Innovations Conference. This event is crucial for building new partnerships and staying updated with the latest industry trends.

The conference will run from November 6 to November 8, and my return flight is scheduled for November 9, 2024. I have researched flight options, and the round-trip cost is approximately \$500.

This trip aligns with our ongoing initiatives to expand our network and explore potential collaborations. I believe that attending this conference will bring significant value to our current projects.

I kindly request your approval to proceed with booking the air ticket. Please let me know if you need any further details or have any questions.

Thank you for considering my request.

Sincerely,

Linda Morgan

Project Coordinator

GlobalTech Solutions