Here is a sample/format that you can use or send to your employer:

{Name of your employer} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Name of the office} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Name of the company} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Address of the company} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Date} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LETTER OF REQUEST

Dear ma`am/sir\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{your name) a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{position} under\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{department}, do hereby sending you this letter inform you that I will be in need to attend a business trip at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{place} on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{date}. To make it possible I need to have your approval with regarding to this and I hope you will grant me. This business trip is for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{for what is this trip}. I hope to receive response from your good office. Thank you very much for your kind consideration/

Respectfully yours,

{Signature over printed name}.