[DD month YYYY][[1]](#footnote-1)

**Professional Travel Authorization**

Pursuant to the [authorizing source]

To Whom It May Concern:

[The employee] of [name of organization concerned] who is in possession of this document is recognized by [this Ministry/this organization] as an indispensable, essential and necessary resource for the organization’s core mission, namely [briefly describe this mission].

This document therefore authorizes [this employee] to travel from one region to another in order to go to/return from [his/her work place/a location where his/her presence in a professional capacity is required].

If you have any questions regarding this authorization, please feel free to call the following number: [X XXX XXX-XXXX].

Thank you for your cooperation.

[Signed by an officer of the hierarchical level concerned within the organization]

1. Note to users of this document – The highlighted text in square brackets must be replaced with the relevant information. These brackets are to be deleted in the final version of the letter. [↑](#footnote-ref-1)