To,
The Manager Marketing,
XXX Company [Company Name]
XXX Address [Company Address]
Subject: Request For Travel Allowance
Dear Sir/Madam,
It is expressed that I have been charged by the workplace to head out to XXXX for advertising and advancement, I demand you to please discharge the necessary assets for voyaging. The task I have been offered is to showcase the new machines just as meet with the providers of the organization in the province of Uttar Pradesh and talk about the advancement or markdown offers.
The task will take two weeks to finish and the lodging game plans have been made. The organization according to the arrangement will give me an additional stipend for boarding and housing just as movement inside the city. I will be obliged if the assets for this undertaking are allowed inside time so as to help with the courses of action so I can make online installments and stay away from bungle.
Yours Truly,
[Your Name]
[Date]