

## **Letter Request to Travel for Government Employees**

September 27, 2019

**Honorable Mayor**  
Quezon City

Dear Sir,

Greetings in the name of public service!

This is to respectfully seek for your permission to allow us to avail a short vacation leave. We had the chance to book for a travel to Korea on October 10-22 of this year and we hope you will allow us as we commit not to leave any work undone or cause any delay in our respective responsibilities as employees of the City. We acknowledge that this request is personal and that no government fund will be spent in connection with this travel.

Thank you for your support and understanding Sir.

More power and God bless.

Very truly yours,

**Boy Pascua**  
Accounting Office

**Girlic Serumi**  
Treasury Office

**Joe Keppling**  
Business Permit Division

**Cita Ommat**  
Budget Office

# Sample Letter Requesting Travel Documents

**United States. Dept. of State**

A red circular graphic with a gradient, appearing as a partial circle or a stylized 'C' shape, located to the right of the United States Department of State text.

**Sample Letter Requesting Travel Documents:**

## **Sample Letter Requesting Travel Documents** Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Sample Letter Requesting Travel Documents**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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