From,  
Alexander Gomes  
Marketing Head  
ABC Inc.

Date: 2nd February 2009

To,  
Mr. Joseph Nicolas  
Marketing Manager  
ABC Inc.  
Atlanta

Sub: Approval for Business Trip

Dear Mr. Nicolas,

I am writing this letter to officially inform you that the management has approved the request submitted by you for a business trip to Germany. The decision has been taken in conjunction with the Sales department. It is scheduled from 10th December to 20th December, and we wish that in this period you will work as per the strategies and norms laid down by the company and will get business for us.

I would also like to inform you that Ms. Catherine from the Sales department will also accompany you on this trip and we wish that after returning, you should prepare a sale report as well as your expense report and submit to the concerned department.

Wishing you all the best,

Yours truly,  
Alexander Gomes