

Confirmation of Temporary Travel Permit Request

Date:

To
[Applicant Name]
[Applicant Address]

Subject: Confirmation of Temporary Travel Permit Request

Dear ,

This is to confirm that your request for a Temporary Travel Permit has been received on . Your application is currently being processed. Kindly find the details below:

- Applicant Name:
- Application Reference No.:
- Duration of Permit:
- Destination:

Please note that you will be notified once your permit is ready for collection. Should you have any questions, kindly contact our office.

Thank you for your application.

Sincerely,

[Officer Name]
[Department Name]