Date:

To

[The Recipient Name]  
[Address]

Dear Mr. Principal

I [name], the Head Coach of the football team, am glad to inform you that our school’s football team has qualified for the semi-finals of the Interschool football competition. The Semi-Finals are to be held in [city name] on [date]. Our team would be traveling there on [date]. I want to request you to please approve the travel expenses for the team which includes [number] students and [number] staff members.

The expenses would include the booking of air tickets, hotel reservations, food allowance, and transport charges for the vehicle to take us from the hotel to the venue and back.

Sir I would like to congratulate you once again on this achievement. It definitely has to do a lot with your personal interest, kind patronage, and encouragement that our Football team has come so far. The students are really excited and rooting for our team who are very motivated and excited. As their coach, I am very hopeful about reaching and winning the Finals. This is the first time our team has reached the semi-finals in the last ten years.

Sir the team has to reach [city name] by [date] so please approve the travel expenses so that we can proceed with the hotel reservations and ticket booking in time.

Looking forward to your consideration.

Yours Sincerely.

Name  
Designation  
Department name