



German American  
Chambers of Commerce  
Deutsch-Amerikanische  
Handelskammern

Thomas Dzimian  
Director of Career Services  
German American Chamber of Commerce  
80 Pine Street, 24<sup>th</sup> Floor  
New York, NY 10005

Full Name  
Street Address  
Zip Code, City  
Country

Month Day, Year

Dear Mr. Dzimian,

With this letter I formally request that you approve my travel outside of the United States and validate my DS-2019. My itinerary is as follows:

I will be going to:	on the:
I will be returning from:	on the:
I will be going to:	on the:
I will be returning from:	on the:
I will be going to:	on the:

**Reason for trip:**

I understand that I need only to have you sign my DS-2019 once a year, although I must inform you of subsequent trips outside of the U.S. **I have also included a self-addressed traceable envelope**, for your convenience and to avoid any mistakes in address. Thank you for your time and help in this matter.

Best regards,

<<Signature>>

Full Name