

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Policy Approval

I hope this message finds you well. I am writing to formally request your approval for the proposed [name of the policy] policy, which aims to [briefly describe the purpose and goals of the policy].

The policy has been drafted based on [mention any relevant guidelines, research, or previous discussions] and is designed to [explain the benefits or improvements the policy is intended to bring].

As discussed in our previous meetings, the key points of the policy include:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

I believe that the implementation of this policy will significantly contribute to [explain how it aligns with organizational goals or values].

I kindly request your feedback and eventual approval by [mention a deadline if applicable], as we aim to roll out this policy by [desired implementation date].

Thank you for considering this important initiative. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]