

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your approval for the pricing of [specific product/service] that we intend to [provide/offer/implement].

Details of the pricing are as follows:

- **\*\*Product/Service Name:\*\*** [Name]
- **\*\*Proposed Price:\*\*** [Amount]
- **\*\*Justification:\*\*** [Brief explanation of the rationale behind the proposed pricing, including market analysis, costs, and benefits]

Given the current market conditions and our analysis, we believe this pricing structure is both competitive and necessary to meet our objectives.

I appreciate your consideration of this request and look forward to your approval. Should you require any additional information or have any questions, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Job Title]