

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

Dear [Manager's Name],

Subject: Request for Approval

I hope this message finds you well. I am writing to seek your approval for [briefly explain the purpose, e.g., a project, budget increase, time off, etc.].

[Provide a detailed description of what you are requesting approval for, including rationale and benefits to the company or team.]

The details are as follows:

- **Description**: [Provide details]
- **Purpose**: [Explain why this is necessary]
- **Benefits**: [List benefits]
- **Cost Implications**: [If applicable, include costs]
- **Timeline**: [Propose a timeline if relevant]

I believe that with your approval, we can [explain the anticipated outcome or impact].

Thank you for considering this request. I am happy to provide any further information you may need.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]