

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

Dear [Recipient Name],

Subject: Request for Approval of [Project Name]

I hope this message finds you well. I am writing to seek your approval for the [Project Name], which aims to [briefly describe the purpose and goals of the project].

The project will entail [provide a brief overview of the project scope, timeline, and key activities]. We believe that this initiative will [mention the expected benefits and outcomes].

The estimated budget for the project is [insert budget amount], and we are confident that the return on investment will be [briefly explain the expected ROI].

We are eager to move forward and would greatly appreciate your approval to commence this project at your earliest convenience. Please let me know if you require any further information or would like to discuss this proposal in detail.

Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]