

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

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

Dear [Recipient Name],

Subject: Request for Project Approval: [Project Title]

I am writing to formally request your approval for the [Project Title] that we propose to initiate on [Project Start Date]. This project aims to [briefly describe the purpose and objectives of the project].

The key benefits of this project include:

1. [Benefit 1]
2. [Benefit 2]
3. [Benefit 3]

We have carefully outlined the project timeline, budget, and resource allocation in the attached proposal document. The total estimated budget for the project is [insert budget amount], and we anticipate that it will take approximately [insert duration] to complete.

I believe that with your support, we can successfully execute this project and achieve [describe the desired outcomes].

Thank you for considering this request. I am looking forward to your positive response.

Sincerely,

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