

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

Dear [Recipient Name or "Members of the Board"],

Subject: Request for Approval of [Project/Proposal Name]

I hope this message finds you well. I am writing to seek the board's approval for [brief summary of the project or proposal].

[Provide a detailed description of the project, its goals, and importance. Include any relevant data or statistics that support the need for this initiative.]

The anticipated benefits of this project include [list key benefits], which align with our strategic goals, specifically [reference any relevant strategic objectives].

[Include any financial implications, budget estimates, or funding sources, as well as timelines for implementation.]

I believe that with the board's support, we can successfully move forward with this initiative, contributing to [highlight positive impact on the organization or community].

Thank you for considering this request. I look forward to your approval and am happy to provide further information if needed.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]