

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

Dear [Recipient's Name],

Subject: Request for Contract Approval

I hope this message finds you well. I am writing to request your approval for the contract between [Your Company] and [Other Party's Company Name] regarding [brief description of the contract's purpose, e.g., "the supply of materials"].

The details of the contract are as follows:

- Contract Title: [Contract Title]
- Contract Duration: [Start Date] to [End Date]
- Total Amount: [Total Contract Value]
- Key Terms: [Briefly outline key terms, conditions, and responsibilities]

After thorough review and discussions with the relevant stakeholders, I believe this contract will [explain the benefits, e.g., "enhance our operational efficiency and ensure timely delivery of supplies"].

Please find the contract attached for your review. I would appreciate your feedback or approval by [specify a deadline if applicable].

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]