

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Company]

Subject: Request for Financial Approval

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request financial approval for [brief description of the project/purchase/expense].

****Details of the Request:****

- Description: [Provide a detailed description of the request]
- Amount: [Specify the amount needed]
- Purpose: [Explain the purpose and benefits of the expense]
- Budget: [Indicate whether it falls within the allocated budget and any relevant budget codes]
- Deadline: [Specify any deadlines for the approval]

I believe that [explain why the request is important and how it aligns with company goals].

Please let me know if you require any additional information or documentation to facilitate this approval. I appreciate your consideration and look forward to your prompt response.

Thank you.

Best regards,

[Your Name]

[Your Contact Information]

[Optional: CC]