

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

Dear [Recipient Name],

Subject: Lead Time Request for Approval

I hope this message finds you well. I am writing to request your approval for [specific project or task] that requires a lead time of [specific duration].

The purpose of this request is to ensure adequate time for [reason for lead time, e.g., sourcing materials, completing necessary training, etc.]. This preparation is crucial to ensure a successful outcome and avoid any potential delays.

We appreciate your attention to this matter and would greatly value your prompt approval so that we can proceed accordingly.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]