

[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],

I hope this message finds you well. I am writing to formally request approval for [briefly describe the request, e.g., a project, budget, leave of absence, etc.].

[Provide a detailed explanation of the request, including the purpose, benefits, and any supporting information or context. Be concise but thorough.]

I believe that this [project/initiative/leave] will [explain how it will impact the organization/team positively, or clarify the need for the request].

Thank you for considering my request. I am looking forward to your favorable response. Please feel free to reach out if you require any further information or clarification.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]