

[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],  
Subject: Request for Approval

I hope this letter finds you well. I am writing to formally request your approval for [briefly state the purpose of the request, e.g., "the proposed project," "the budget allocation," etc.].

[Provide a brief overview of the situation, including relevant details and reasons for the request. Mention any supporting information or documentation if necessary.]

I believe that [explain the benefits or importance of the approval]. Your support in this matter would be greatly appreciated and would contribute to [mention any positive outcomes expected].

Please let me know if you need any further information or clarification.

I look forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title/Position] (if applicable)  
[Your Department] (if applicable)