

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

Dear [Recipient's Name],

Subject: Project Authorization Request for [Project Name]

I hope this message finds you well.

I am writing to formally request authorization to proceed with the [Project Name] project. This project aims to [briefly describe the purpose and goals of the project].

The key details of the project are as follows:

- ****Project Timeline:**** [Start Date] to [End Date]
- ****Budget:**** [Total Budget Amount]
- ****Resources Required:**** [Briefly outline resources needed]

I believe that this project aligns with our strategic objectives and will bring significant benefits, including [list potential benefits].

Please find the attached proposal for your review. I would appreciate your approval to commence with the necessary steps.

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

Sincerely,

[Your Name]
[Your Position]