

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Service Authorization Request

I am writing to formally request authorization for the following services:

- **\*\*Service Description:\*\*** [Briefly describe the service(s) required]
- **\*\*Reason for Service:\*\*** [Explain why the service is necessary]
- **\*\*Duration of Service:\*\*** [Specify the time frame for the service]
- **\*\*Cost Estimate:\*\*** [Provide an estimate of the costs involved]

We believe that these services are essential for [explain the impact or benefit of the services]. We appreciate your prompt attention to this matter and look forward to your approval.

Thank you for considering our request.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]