

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for BQ Approval

I hope this letter finds you well. I am writing to formally request approval for the [specific project, proposal, or purpose] under the BQ (Business Quality) framework.

[Provide a brief overview of the project or proposal, including key objectives and benefits.]

In accordance with the necessary guidelines, I have attached all relevant documentation for your review, including [list any documents provided, if applicable].

I believe this initiative will substantially contribute to [mention any expected outcomes or benefits related to the company or community].

I appreciate your attention to this request and look forward to your favorable response. Please feel free to contact me if you require any further information or clarification.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization] (if applicable)