

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

Dear [Recipient Name],

Subject: Request for Business Query (BQ) Approval

I hope this message finds you well.

I am writing to formally request your approval for the following Business Query (BQ) related to [briefly describe the purpose of the BQ].

[Provide a detailed description of the BQ, including any relevant background information, objectives, and expected outcomes.]

The proposed timeline for this BQ is [insert timeline], and I believe it will significantly contribute to [mention expected benefits or value].

I appreciate your consideration of this request and look forward to your prompt response. Please feel free to reach out if you require additional information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]