

[Your Name]  
[Your Job Title]  
[Your Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Job Title]  
[Recipient Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for [briefly describe the purpose, e.g., the proposed budget, project plan, etc.]. This request is critical because [provide a brief explanation of why the approval is needed and its potential impact].

[Insert details about the project, including objectives, timelines, and any relevant supporting information, such as financial data or stakeholder opinions.]

In summary, I believe that this proposal aligns with our goals and will yield significant benefits. I am looking forward to your favorable response and am available to discuss any questions or concerns you may have.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]