

[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: Request for Approval

I hope this letter finds you well. I am writing to formally request your approval for [briefly state the purpose of the request, e.g., a project, an expenditure, a policy change, etc.].

[Provide a detailed explanation of the request. Include any necessary background information, reasons for the request, and the benefits it will bring.]

I have attached any relevant documents to support this request and would be happy to discuss it further at your convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]