

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you well. I am reaching out to discuss [briefly state the reason or project that requires your friend's approval].

I believe this could be a great opportunity, and I would love to have your support. If you could give me the go-ahead, I would greatly appreciate it.

Please let me know your thoughts at your earliest convenience.

Looking forward to hearing from you soon!

Warm regards,

[Your Name]