

[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],

I am writing to seek approval for the Financial Planning Analysis (FPA) regarding [specific project or initiative]. This proposal outlines [briefly explain the main objectives and benefits].

The total investment required is [amount], and the anticipated outcomes include [list key outcomes]. We believe that this initiative aligns with our strategic goals and will significantly contribute to our overall success.

Please find attached the detailed proposal for your review. I look forward to your positive response and am available for any further discussions.

Thank you for considering this request.

Sincerely,

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