

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for FPA Approval

I hope this message finds you well. I am writing to formally request approval for the Financial Project Allocation (FPA) related to [briefly describe the project or initiative].

As outlined in our previous discussions, the projected budget for this project is [insert budget amount], which will cover [briefly outline what the budget will cover]. This initiative aims to [describe the goals and expected outcomes of the project].

I believe that this project aligns with our organization's objectives and will significantly contribute to [explain how it contributes to the organization].

Please find attached the detailed proposal, including the timeline and expected deliverables. I would appreciate your prompt attention to this request, as timely approval is crucial for [mention any deadlines or time-sensitive aspects].

Thank you for considering our request. I am looking forward to your positive response.

Best regards,

[Your Name]  
[Your Title]  
[Your Department]  
[Company/Organization Name]