

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

Dear [Recipient Name],

Subject: Request for FPA Approval

I hope this letter finds you well. I am writing to formally request your approval for the Financial Project Assessment (FPA) regarding [briefly describe the project or initiative].

****Project Overview:****

- ****Project Name:**** [Name of the project]
- ****Objective:**** [Briefly describe project objectives]
- ****Timeline:**** [Proposed start and completion dates]
- ****Budget:**** [Total estimated budget]

****Justification for Approval:****

[Explain the need for the project, potential benefits, and alignment with organizational goals. Include any relevant data or insights.]

****Supporting Documents:****

Attached to this letter, you will find the following documents for your review:

1. Project Proposal
2. Budget Breakdown
3. Risk Analysis

I believe that this project will greatly benefit our organization by [mention specific benefits]. I look forward to your favorable response and am happy to provide any additional information you may require.

Thank you for considering this request.

Sincerely,

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