

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for the [specific FTA] related to [brief description of the project or purpose].

The [specific FTA] will enable us to [briefly outline the benefits and impacts]. We believe this approval will [mention any relevant compliance, strategic goals, or advantages].

We are committed to ensuring that all requirements are met and are ready to provide any additional information needed to facilitate the approval process.

Thank you for considering our request. I look forward to your favorable response.

Sincerely,

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