

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

Dear [Recipient's Name],

Subject: Request for Approval of FTA Proposal

I hope this letter finds you well. I am writing to formally request your approval for our proposed project related to the [specific details of the FTA proposal]. This initiative aims to [briefly describe the objective and significance of the proposal].

We believe that this project aligns with the goals of the Free Trade Agreement and will bring numerous benefits, including [list key benefits]. We have conducted a thorough analysis and are confident that the implementation will yield positive results for both parties involved. Attached to this letter, you will find all pertinent documentation, including [list any attachments such as proposals, analyses, and supporting materials]. We would appreciate your review and feedback on the proposal.

Thank you for considering our request. We look forward to your positive response and are eager to discuss any questions you may have.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]