

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

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

Dear [Recipient Name],

Subject: Request for Approval of FVRL

I hope this message finds you well. I am writing to formally request your approval for the FVRL (Flexible Variable Rate Loan) related to [briefly describe the purpose of the loan, e.g., home renovation, business expansion, etc.].

The details of the request are as follows:

- **\*\*Loan Amount:\*\*** [Specify amount]
- **\*\*Purpose:\*\*** [Specify purpose, e.g., home improvement, medical expenses, etc.]
- **\*\*Repayment Term:\*\*** [Specify term]
- **\*\*Interest Rate:\*\*** [Specify rate, if applicable]

This loan will facilitate [elaborate on how the loan will benefit you or the project], and I am confident that it will lead to [mention any anticipated outcomes or benefits].

Please find attached all the necessary documentation for your review, including [list any attached documents, e.g., financial statements, project proposals, etc.].

I appreciate your consideration of this request and look forward to your prompt approval. Should you require any further information or clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Organization, if applicable]  
[Your Contact Information]  
[Enclosures: list attached documents]