

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[HR Manager's Name]  
[HR Department]  
[Company Name]

Dear [HR Manager's Name],

Subject: HR Approval Request

I hope this message finds you well. I am writing to formally request approval for [briefly describe the request, e.g., "a new hire," "employee training," "salary adjustment," etc.].

Details of the request are as follows:

- **\*\*Reason for Request:\*\*** [Explain the purpose]
- **\*\*Justification:\*\*** [Provide details and supporting information]
- **\*\*Expected Outcomes:\*\*** [Highlight the benefits/results]
- **\*\*Budget/Cost Implications:\*\*** [Include any financial details if applicable]

I believe this request will [state how it aligns with company goals/values]. Please let me know if you require any further information or documentation to facilitate the approval process.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]