

[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],

I am writing to formally request approval for [specific request related to HFSA].

[Briefly explain the purpose of the request, providing any necessary details or context.]

To further support this inquiry, I have included [documents, evidence, or additional information that may be relevant].

I would appreciate your timely consideration of this request and look forward to your response. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Organization Name, if applicable]