

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Department]

[Company HQ]

Dear [Recipient Name],

Subject: Request for Approval on [Project/Proposal Name]

I hope this message finds you well.

I am writing to formally request your approval for [briefly describe the project/proposal]. This initiative aims to [state the objective or purpose of the project].

The details of the proposal are as follows:

- ****Overview:**** [Provide a brief overview of the project]
- ****Benefits:**** [List the anticipated benefits or outcomes]
- ****Budget:**** [Outline the financial requirements]
- ****Timeline:**** [Provide a timeline for implementation]

I believe that this project aligns with our company's goals and will significantly contribute to [mention any strategic objectives].

I look forward to your positive response. Thank you for considering this request.

Sincerely,

[Your Name]

[Your Contact Information]