

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

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

Dear [Recipient Name],

I am writing to formally request approval for [specific request or project name]. The purpose of this request is to [briefly explain the reason].

The projected benefits include [list key benefits]. I believe that this initiative will [mention any positive outcomes or impacts].

Please find attached [any relevant documents or details]. I appreciate your consideration and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]

[Contact Information]