

[Your Name]
[Your Position]
[Your Department]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Department]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval Request for [Specify the Purpose]

I am writing to formally request your approval for [briefly describe what you are seeking approval for, e.g., a project, budget, policy change].

[Provide a detailed description of the request, including any relevant information such as objectives, expected outcomes, and rationale for the request.]

The benefits of this approval include [list the benefits and potential positive impacts].

I believe that with your approval, we can achieve [mention any goals or improvements].

Please let me know if you require any further details or if we can arrange a meeting to discuss this request. Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]