

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

Dear [Recipient Name],

Subject: HWA Approval Request

I hope this message finds you well. I am writing to formally request approval for [briefly describe the purpose of the HWA - Health and Welfare Assessment], which is intended to [briefly explain the goals/objectives of the HWA or the project].

The details of the request are as follows:

- ****Project/Assessment Name:**** [Name of the project or assessment]
- ****Proposed Timeline:**** [Start and end dates]
- ****Expected Outcomes:**** [List expected outcomes or benefits]
- ****Budget Estimate:**** [If applicable, provide a brief budget overview]
- ****Justification:**** [Include reasons why the approval is essential]

I believe that this assessment aligns with our goals and will provide valuable insights that will benefit [mention any relevant stakeholders or departments].

I appreciate your consideration of this request and look forward to your approval. Please let me know if you require any further information or documentation to assist in the decision-making process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]