

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: HWA Approval Request

I hope this message finds you well. I am writing to formally request approval for [briefly describe the project, initiative, or action requiring HWA].

[Provide a detailed explanation of the request, including relevant data, benefits, and any possible impact on stakeholders.]

The approval of this request will [explain the expected outcomes or advantages]. I have attached [list any supporting documents, if necessary] for your review.

I appreciate your consideration of this request and look forward to your positive response. Please feel free to reach out if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Signature (if sending a hard copy)]