

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

Dear [Recipient Name],

I am writing to request approval for my participation in the upcoming FFA exhibition scheduled for [Date(s) of Exhibition] at [Location]. I am excited to showcase my project titled "[Project Title]," which aims to [briefly describe the project and its goals].

I believe that participating in this exhibition will not only enhance my learning experience but also contribute to the goals of the Future Farmers of America by promoting agricultural education and leadership skills among students.

Please let me know if there are any forms, fees, or specific requirements needed for my approval. I appreciate your consideration and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]  
[Your FFA Chapter Name]  
[Your FFA Position, if applicable]