

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek approval for my book project titled "[Book Title]," which I plan to publish through Kindle Direct Publishing (KDP).

The book is aimed at [target audience] and covers [brief description of the content and themes]. I believe that this project aligns well with [company/organization's mission or goals], and I'm excited about the potential impact it could have on readers.

Here are some key details about the project:

- **\*\*Genre:\*\*** [Genre]
- **\*\*Word Count:\*\*** [Estimated word count]
- **\*\*Expected Release Date:\*\*** [Proposed release date]
- **\*\*Marketing Strategy:\*\*** [Brief description of how you plan to market the book]

I would greatly appreciate your feedback on this project and your approval to move forward. If needed, I would be happy to provide additional information or discuss any aspects of the project further. Thank you for considering my request. I look forward to your response.  
Sincerely,

[Your Name]  
[Your Contact Information]