

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request approval from the Local Health Council (LHC) for [briefly describe the purpose, e.g., "our upcoming health initiative aimed at promoting community wellness"].

As part of our commitment to [briefly describe your organization's mission], we have developed a detailed proposal that outlines [key elements of the initiative]. We believe that this initiative will significantly contribute to [briefly explain the expected impact on the community].

Enclosed with this letter, you will find the following documents for your review:

1. Project Proposal
2. Budget Estimates
3. Timeline of Activities
4. Letters of Support from Community Partners

We are eager to collaborate with the LHC and would appreciate your timely approval to proceed. Should you require any further information or adjustments to our proposal, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]