

[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]

Subject: Request for LHC Approval

Dear [Recipient Name],

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

Project Details:

- Project Name: [Insert Project Name]
- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Objectives: [Briefly outline the main objectives of the project]
- Target Audience: [Describe the target population]
- Expected Outcomes: [List expected outcomes and benefits to the community]

We have ensured that the project aligns with local health regulations and addresses the specific needs of our community. Enclosed with this letter are the necessary documents, including [list any attachments, such as project proposal, budget, impact assessment, etc.].

I would appreciate your consideration of this request and would be happy to provide any additional information needed. Please feel free to contact me at [phone number] or [email address] with any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]