

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

[Date]
[Recipient Name]
[Position]
[Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Approval from the Local Health Committee (LHC)

I hope this letter finds you well. I am writing to formally request the approval of the Local Health Committee for [briefly describe the purpose, e.g., "a proposed health initiative/project aimed at improving community health"].

The details of the project are as follows:

1. ****Project Title****: [Title]
2. ****Objective****: [State the main objective of the project]
3. ****Target Population****: [Describe the population or community you intend to serve]
4. ****Project Duration****: [Indicate the time frame]
5. ****Budget Overview****: [Provide a brief summary of the budget, including major costs]
6. ****Expected Outcomes****: [List the anticipated results and benefits of the project]

To ensure the success of this initiative, we have conducted a thorough assessment including [mention any research, surveys, or community feedback that supports your request]. The feedback has underscored the pressing need for [highlight the health issue or concern addressed]. We are committed to adhering to all health regulations and standards as stipulated by the LHC and ensuring that our project aligns with the overarching health priorities of our community. Attached to this letter, you will find all necessary documentation, including [list any supporting documents, e.g., project proposal, impact assessment, letters of support].

We would appreciate the opportunity to discuss this project in further detail and address any questions you may have. Please do not hesitate to contact me at [your phone number] or [your email] to arrange a meeting. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]