

[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],

Subject: Request for LHC Approval

I hope this letter finds you well. I am writing to formally request approval from the Local Health Commission (LHC) for [specific project/initiative name] to be undertaken at [location/organization name].

[Briefly describe the project, its objectives, and its significance.] The project aims to [outline the main goals and expected outcomes]. We believe that this initiative will positively impact our community by [explain benefits].

We have taken into account the necessary health and safety regulations and have outlined our strategies for [describe safety measures or compliance with regulations].

Included with this letter are the required documents and supporting materials for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We are happy to provide any further information or clarification as needed. Thank you for considering our request. We look forward to your favorable response to proceed with this important initiative.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Optional: Your Signature]