

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

[Date]  
[Recipient's Name]  
[Title]  
[Organization Name]  
[Address]

[City, State, Zip Code]  
Dear [Recipient's Name],

Subject: Submission for LHC Approval

I hope this letter finds you well. I am writing to formally submit our application for approval from the Local Health Committee (LHC) regarding [briefly describe the purpose, e.g., a proposed health initiative, project, or research study].

The details of our project include:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We believe that this initiative will have a significant positive impact on [mention target population or health issue]. Attached to this letter, you will find all the necessary documents, including [list documents such as project description, budget, and any relevant data].

We kindly request your review and approval of this submission at your earliest convenience. Please feel free to contact me directly at [your phone number] or [your email address] should you have any questions or require additional information.

Thank you for considering our application. We look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]