

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Approval Request
I hope this message finds you well. I am writing to seek your approval
for [briefly describe the request or proposal].
[Provide a brief explanation or justification for the request.]
I believe that this proposal will [mention the benefits or positive
outcomes].
Thank you for considering my request. I look forward to your positive
response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]