

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek your approval for [briefly describe the purpose or project].

[Provide a brief background or context for your request, including any relevant details.]

The benefits of moving forward with this proposal include [list key benefits or outcomes]. I believe that with your support, we can achieve [desired goal].

I kindly request your approval at your earliest convenience to proceed with [specify next steps or actions].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]