

[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: Request for Out of Bounds Approval

I hope this letter finds you well. I am writing to formally request approval for [specific request], which falls outside the usual guidelines.

[Provide a brief explanation of the situation or project that requires the out of bounds approval, including any relevant details.]

I believe that [reason for the request], and I am confident that this approach will yield positive outcomes.

I appreciate your consideration of this matter and look forward to your favorable response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position, if applicable]