

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

Dear [Recipient Name],

Subject: Request for Approval of Land Purchase

I hope this letter finds you well. I am writing to seek your approval for the proposed purchase of a parcel of land located at [specify location or address].

The identified land, comprising [size or acreage], presents an excellent opportunity for [state purpose, e.g., development, construction, expansion, investment]. Our analysis suggests that acquiring this property will afford [state benefits, e.g., strategic location, potential growth, increased resources].

We have conducted thorough due diligence, including [mention any assessments, appraisals, or reviews], and are confident that the acquisition aligns with our current objectives and long-term strategic plan. The estimated cost of the land is [insert amount], and funding has been allocated in [mention budget or funding source].

I kindly request your approval to proceed with this purchase. Please let me know if you need any further information or documentation to facilitate this process.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]