

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

[Recipient Name]
[Recipient Position]
[Department of Public Works]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Approval of PWD Project [Project Name]

Dear [Recipient Name],

I am writing to formally request approval for the Public Works Department project titled "[Project Name]," which aims to [brief description of the project's purpose].

The project entails [provide a concise overview of the project scope, objectives, and expected outcomes]. We have conducted a thorough review of the project's feasibility and benefits, which include [list key benefits such as community impact, safety improvements, cost savings, etc.].

We have also completed all necessary preliminary assessments, including [mention any permits, environmental impact studies, or consultations that have been conducted]. Attached to this letter are the relevant documents for your review, including [list any attached documents like project plans, budget estimates, timelines, etc.].

We believe this project aligns with the department's goals and will prove to be advantageous for our community. We kindly request your approval to move forward with this initiative. Should you require any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]