

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for PWD Approval

I am writing to formally request approval for [specific request related to PWD - e.g., project, funding, services] under the Persons with Disabilities (PWD) program. This initiative aims to [briefly explain the purpose and benefits related to PWD].

As [your position or role], I have taken the necessary steps to ensure compliance with the guidelines and criteria set forth by [mention relevant authorities/organizations]. Attached, you will find [list any attached documents, proposals, or forms supporting the request].

I believe that this initiative will significantly benefit individuals with disabilities by [explain how it aligns with goals/policies for PWD]. I kindly ask for your support in approving this request at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]