

[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: Approval Request for [Specific Purpose/Project]

I hope this letter finds you well. I am writing to formally request your approval for [briefly describe the purpose of the request, e.g., "the proposed project" or "the necessary expenditure"].

[Provide a brief rationale for the request, including any relevant details, potential benefits, and any supporting information that can strengthen your case.]

I believe that with your support, we can [mention the positive outcomes or impacts of the approval].

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

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[Your Company]