

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Quality of Service (QoS) Approval

I hope this message finds you well. I am writing to formally request your approval for the Quality of Service (QoS) proposal we submitted on [Submission Date].

Our objective is to enhance service delivery and ensure optimal performance across our network. The proposed QoS measures include [briefly list key measures, e.g., prioritization of certain types of traffic, bandwidth allocation, etc.].

We believe that implementing these measures will not only improve customer satisfaction but also optimize resource usage and operational efficiency. We have conducted thorough testing and analysis, and are confident in the positive impact these changes will yield.

Please find attached the detailed QoS proposal along with supporting documents for your review.

We appreciate your consideration of this request and look forward to your approval. Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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