

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

Dear [Recipient Name],

Subject: Request for QoS Approval

I hope this message finds you well. I am writing to formally request your approval for the Quality of Service (QoS) plan as discussed in our previous meetings.

The proposed QoS plan aims to [briefly explain the purpose and benefits of the QoS plan, e.g., enhance network performance, improve customer satisfaction, etc.]. We have outlined the necessary metrics and standards to ensure that we meet the expectations set forth.

Please find attached the detailed QoS proposal for your review. We believe that implementing this plan will result in [mention key positive outcomes], which are vital for our ongoing projects and overall service objectives.

I kindly ask for your feedback and approval at your earliest convenience, as we are eager to move forward with the implementation.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]