

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Quality of Service Approval

I hope this message finds you well. I am writing to formally request your approval for the Quality of Service (QoS) initiative that we propose to implement within our operations.

The primary goals of this QoS enhancement are to [Briefly outline the objectives and improvements expected]. We believe that this initiative will significantly benefit our team and our clients by [Highlight key benefits].

Attached to this letter, you will find a detailed proposal outlining the project scope, timeline, budget, and anticipated outcomes. We kindly ask you to review this document and provide your approval at your earliest convenience.

Thank you for considering this request. We appreciate your support in improving our service quality and ensuring the continued satisfaction of our clients.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company]

[Your Contact Information]

[Attachment: QoS Proposal Document]