

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

Dear [Recipient Name],

Subject: Request for Approval of Quality of Service (QoS)

I hope this message finds you well. I am writing to seek your approval for the proposed Quality of Service (QoS) enhancements outlined below.

1. **\*\*Overview\*\***:

[Briefly describe the purpose and importance of the QoS adjustments.]

2. **\*\*Proposed Changes\*\***:

[List and describe the specific QoS changes being proposed.]

3. **\*\*Impact Assessment\*\***:

[Summarize the expected outcomes and benefits of the proposed QoS improvements.]

4. **\*\*Implementation Timeline\*\***:

[Provide a timeline for when the proposed changes will be implemented.]

5. **\*\*Required Approval\*\***:

We kindly request your approval to move forward with these changes by [specific date].

Thank you for considering this proposal. I look forward to your positive response.

Best regards,

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