

[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 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) parameters we have established for [specific project or service]. After thorough analysis and testing, we have defined the following QoS criteria:

1. **Parameter 1**: [Description]
2. **Parameter 2**: [Description]
3. **Parameter 3**: [Description]

These parameters are critical for ensuring [outline the importance of these QoS measures], and we believe that obtaining your approval will enable us to proceed effectively.

Please find attached the detailed report outlining our proposed QoS specifications and testing results. We are confident that our approach will meet and exceed the expectations set forth.

We kindly request your review and approval by [specific date] to stay on schedule. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

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