

[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 QoS Project

I am writing to seek your approval for the Quality of Service (QoS) project that aims to enhance our network performance and customer satisfaction.

**\*\*Project Overview:\*\***

The primary goal of this project is to implement a [brief description of the QoS strategy] that will [mention specific benefits, such as reducing latency, improving bandwidth allocation, etc.].

**\*\*Project Objectives:\*\***

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

**\*\*Timeline and Budget:\*\***

The project is projected to begin on [start date] and will conclude by [end date]. The estimated budget for this project is [budget amount].

**\*\*Expected Outcomes:\*\***

Upon successful implementation, we anticipate achieving [describe expected results, improvements, and metrics for success].

We believe that this project will significantly benefit our organization and provide enhanced service to our customers. I kindly request your approval to proceed with the necessary steps to initiate this project. Thank you for considering our request. I look forward to your positive response.

Sincerely,

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