

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request approval for the Quality of Service (QoS) standards we've outlined in our recent proposal. These standards are crucial for ensuring the reliability and effectiveness of our services, while also meeting the expectations of our clients and stakeholders.

The proposed QoS standards include:

1. \*\*[Standard 1]\*\* - [Brief Description]
2. \*\*[Standard 2]\*\* - [Brief Description]
3. \*\*[Standard 3]\*\* - [Brief Description]

We believe that by adopting these standards, we will enhance our operational efficiency and improve customer satisfaction.

Please find attached the detailed proposal, including metrics and implementation timelines. I would appreciate your review and support for this initiative.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]