

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

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Quality of Service (QoS) Approval

I hope this letter finds you well. I am writing to formally request your approval for the proposed Quality of Service (QoS) standards outlined in our recent project proposal [or specify project name/number].

The QoS enhancements are critical to ensuring that our [project/product/service] meets the required performance metrics and fulfills our client's expectations. The key components of the proposed QoS include:

1. [Briefly describe QoS criteria #1]
2. [Briefly describe QoS criteria #2]
3. [Briefly describe QoS criteria #3]

Our adherence to the proposed standards will not only improve overall performance but also enhance customer satisfaction and retention.

We kindly ask you to review the attached documentation and provide your feedback or approval by [specific date]. Please let me know if you require any additional information or if there are any concerns to address.

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

Sincerely,

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