

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

Dear [Recipient Name],

Subject: Request for TLS Certificate Approval

I hope this message finds you well.

I am writing to formally request the approval of our TLS certificate application submitted on [Submission Date]. This certificate is critical for securing the communications of our web applications and ensuring the protection of user data.

The details of the certificate request are as follows:

- Organization Name: [Your Company Name]
- Common Name (CN): [Your Domain Name]
- Organization Unit: [Your Department]
- Validity Period: [Desired Validity Period]

We have ensured that all the necessary documentation and requirements have been met. Please let us know if there are any additional steps or information required to expedite the approval process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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