

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company]

[Company 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: Approval for VGA Cable Specifications

We are writing to formally request approval for the specifications of the VGA cable developed by our engineering team. After extensive testing and evaluation, we believe this product will meet our quality standards and provide our customers with a reliable solution for their video output needs.

Attached are the detailed specifications, testing results, and any related documentation for your review. We kindly ask for your feedback and approval to move forward with production.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]