

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for [specific purpose for which you are seeking approval, e.g., an expense, project, or extended leave].

[Briefly explain your reasons for the request, including any relevant details or context that may support your case.]

I believe that with your approval, I will be able to [explain the benefits of the approval and how it aligns with company goals or your performance].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Your Department]