

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

[Date]
[Recipient Name]
[Department/Title]
[YVR Airport Authority]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Approval

I am writing to formally request approval for [specific purpose, e.g., a project, event, or access] at Vancouver International Airport (YVR).

[Provide a brief description of the purpose, including details such as dates, participants, and any relevant background information.]

We believe that this initiative will [state the benefits, impacts, or importance of the request].

I have attached all necessary documentation, including [list of documents], to facilitate your review.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]