

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Request for Approval

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your approval for [briefly describe the request, e.g., "the proposed budget for the upcoming project"].

[Provide a brief overview of the context and importance of the request. Include relevant details that support the request, such as objectives, benefits, and any potential impacts. Mention any deadlines if applicable.]

I have attached [mention any supporting documents, if applicable] for your review. I believe that with your support, we can achieve [state the expected outcomes].

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

Best regards,

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