

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for early completion of [project/task/program] originally set to be completed by [original completion date].

Due to [briefly explain reason for early completion, e.g., accelerated progress, unforeseen efficiencies], I am pleased to inform you that I have made significant advancements and now anticipate completing the work by [new proposed completion date].

Completing [project/task] ahead of schedule will [mention benefits, such as saving resources, allowing for earlier implementation, etc.]. I believe this will greatly contribute to [mention any relevant outcomes or objectives].

I kindly ask for your approval to proceed with the early completion.

Please let me know if you would like to discuss this further.

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

Sincerely,

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