

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

[Recipient Name]
[Recipient Title]

QVC

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Approval

I hope this message finds you well. I am writing to formally request approval for [briefly describe the purpose or project, e.g., "the launch of our new product line on QVC"].

[Provide a brief overview of the proposal and its benefits. Include any relevant details, such as anticipated outcomes or alignment with QVC's goals.]

We believe that with your support, we can achieve great success and bring added value to QVC and its viewers.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]