

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[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 your approval for [briefly state the purpose of the request, e.g., a project, budget, leave, etc.].

[Provide a brief description of the request, including any relevant details and justification for the approval.]

The anticipated benefits of granting this request include [list any expected outcomes or benefits]. I believe that this will contribute positively to [related goals/initiatives].

I appreciate your consideration of this request and am happy to provide any additional information you may need. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Department]