

[Your Name]  
[Your Job Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Job Title]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval Request for [Brief Description of the Request]

I hope this message finds you well. I am writing to formally request your approval for [describe the specific action, project, or expenditure for which you are seeking approval].

[Provide a brief explanation of the reasons for the request, including any relevant background information and potential benefits.]

[Include any necessary details such as budget, timeline, and implications for the team or company.]

I believe this approval will greatly contribute to [state the expected outcome or benefits]. If you need any further information or have questions, please feel free to reach out.

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

Sincerely,

[Your Name]  
[Your Job Title]