

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek your approval for [briefly state the purpose, e.g., "a new marketing initiative" or "budget allocation for project XYZ"].

[Include a brief rationale or benefit of the request, e.g., "This initiative aims to enhance our customer engagement and drive sales growth."]

Please find attached [mention any supporting documents, if applicable]. I believe this proposal aligns with our goals and will yield significant benefits.

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

Sincerely,

[Your Name]  
[Your Position]