

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient 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 approval request, e.g., a project, budget, policy change, etc.].

[Provide a detailed description of the request, including relevant background information, the importance of the request, and any supporting data or documentation. Highlight potential benefits or implications of the approval.]

The timeframe for this request is [mention any deadlines or specific timeframes]. I believe that your approval will help in [state the positive outcomes or impacts].

Please find attached [mention any documents, charts, or additional information you are including for reference].

I appreciate your consideration of this request and look forward to your positive response. If you have any questions or require further details, please do not hesitate to reach out.

Thank you very much for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]