

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's 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 explanation or details regarding the request, including any relevant background information and the specific outcome you seek.]

I believe that [explain the benefits or importance of granting the approval].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title] (if applicable)