

[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 request or project].

[Provide a brief overview of the background and need for the request.]

[Explain the benefits and importance of the approval.]

[If applicable, mention any deadlines or time constraints related to the approval.]

I have attached [any relevant documents or additional information] for your review.

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

Sincerely,

[Your Name]

[Your Position]