

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request your approval for [briefly describe the request, e.g., "the proposed project," "the budget allocation," etc.].

[Provide a brief explanation of the request, including relevant details, reasons, and potential benefits.]

I believe that with your support, we can [mention any positive outcomes or goals].

Thank you very much for considering my request. I am happy to provide any additional information you may need.

Looking forward to your favorable response.

Warm regards,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]