

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's 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., "the proposed budget for the upcoming project"].

[Introduce the details of the request, including key information related to the approval needed. Be concise and clear.]

In summary, I believe this request aligns with our organization's goals and will [mention any expected benefits or outcomes].

Thank you for your consideration of this request. I look forward to your approval and am happy to provide any additional information you may require.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]