

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

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

Dear [Recipient's Name],

I am writing to request your approval for [briefly describe the purpose, e.g., a project, budget, leave of absence, etc.]. This initiative aims to [state the objective and any relevant details].

I believe that this [project/request] will [explain the benefits or importance]. I have attached any supporting documents for your review. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position, if applicable]