

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[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 describe the purpose of the request, e.g., a project, budget, leave of absence, etc.].

The details of the request are as follows:

- **\*\*What:\*\*** [Provide a brief description of what is being requested]
- **\*\*Why:\*\*** [Explain the reason or rationale for the request]
- **\*\*Benefits:\*\*** [Outline the potential benefits or positive outcomes]
- **\*\*Timeline:\*\*** [Describe the expected timeline for implementation]

I believe that your support in this matter will greatly contribute to [mention the larger goal or benefit].

Thank you for considering my request. I am happy to provide any additional information you may need. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Job Title]