

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Internal Approval Request for [Project/Proposal Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your approval for [briefly describe the project or proposal]. This initiative aims to [insert purpose or goal of the project].

****Overview of the Proposal:****

- ****Objective:**** [Clearly define the objective]
- ****Scope:**** [Outline the scope of the project]
- ****Budget:**** [Provide a summary of the projected budget]
- ****Timeline:**** [Include key milestones or timelines]

****Impacts of Approval:****

- [Describe expected benefits or impacts on the organization]
- [Mention any risks or considerations]

I believe that with your support, we can successfully move forward with [Project/Proposal Name]. Please let me know if you require any further information or if there are any concerns regarding this request.

Thank you for considering this approval request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]