

[Your Name]
[Your Position]
[Your Department]
[Your Institution/Organization]
[Your Contact Information]
[Date]
[HOD's Name]
[HOD's Position]
[Department Name]
[Institution/Organization Name]

Dear [HOD's Name],

Subject: Request for Approval

I hope this message finds you well. I am writing to seek your approval for [briefly describe the purpose, e.g., a project proposal, budget request, etc.].

[Provide a brief overview of the project/request, including objectives, importance, and any relevant details.]

I believe that this will greatly benefit [mention the department, institution, or stakeholders involved]. Attached you will find [list any attached documents, e.g., proposal, budget plan, etc.] for your review.

I would greatly appreciate your support in this matter. Please let me know if you need any further information or if we could schedule a meeting to discuss this in detail.

Thank you for considering my request.

Best regards,

[Your Name]
[Your Position]
[Your Department]