

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for [briefly describe the project, initiative, or expense].

[Provide a brief overview of the details, including the purpose, expected outcomes, and any relevant timelines or costs].

I believe that this [project/initiative/expense] will [describe benefits or reasons for approval].

Please let me know if you need any further information or if we can discuss this in more detail. I look forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]