

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to seek your approval for the proposal we submitted regarding [briefly describe the proposal]. We believe that this initiative will [state the benefits or objectives of the proposal]. The proposal outlines [mention key points of the proposal or project scope], and we are confident that with your approval, we can move forward effectively.

Please find the attached proposal for your review. We are eager to hear your thoughts and would appreciate your feedback.

Thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]