

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of Contract

I hope this message finds you well. I am writing to seek your approval for the contract titled "[Contract Title]" between [Your Company Name] and [Recipient Company Name], dated [Contract Date].

The details of the contract outline [brief description of contract terms, services, or products involved]. After thorough review and discussion among our team, we believe that this agreement will significantly benefit both parties and align with our strategic goals.

Attached to this letter, you will find a copy of the contract for your review. I kindly ask you to review and provide your approval at your earliest convenience. Should you have any questions or require further information, please feel free to reach out.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]