

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

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

Dear [Recipient's Name],

Subject: Request for Approval

I hope this letter finds you well. I am writing to formally request your approval for [specific request, e.g., "the proposed project plan," "the budget allocation," etc.].

[Provide a brief overview of the request, including relevant details and justification for approval. Mention any benefits or importance related to the request.]

I believe that with your approval, we can achieve [state expected outcomes or benefits].

Please let me know if you require any further information or documentation to facilitate your decision. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]