

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Committee Chair's Name]
[Committee Name]
[Committee Organization]
[Committee Address]
[City, State, Zip Code]

Dear [Committee Chair's Name],

I hope this message finds you well. I am writing to formally request the committee's approval for [briefly state the purpose, e.g., a project, initiative, funding, etc.].

[Provide a brief background or context for the request, including any necessary details that will help the committee make an informed decision.]

The proposed [project/initiative/etc.] is expected to [list benefits, outcomes, or objectives]. We believe that with the committee's approval, we will be able to [explain how the approval will contribute to the success of the project/initiative].

Attached are the relevant documents, including [mention any included documents, e.g., proposals, budget details, timelines, etc.], for your review.

Thank you for considering this request. I would be happy to discuss this further and answer any questions during the upcoming committee meeting or at your convenience.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]