

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

Dear [Recipient's Name],

Subject: Request for Policy Approval

I hope this message finds you well. I am writing to seek your approval for the [Policy Name/Description]. This policy aims to [briefly explain the purpose of the policy and its significance].

The proposed policy includes the following key points:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

We believe that implementing this policy will [describe benefits or expected outcomes]. Attached to this letter, you will find the full policy document for your review.

I kindly request your approval by [specific date] to ensure timely implementation. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for considering this request.

Sincerely,

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