

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Date]
[Manager's Name]
[Manager's Position]
[Manager's Department]
[Company Name]

Dear [Manager's Name],

Subject: Request for Project Approval - [Project Name]

I hope this message finds you well. I am writing to formally seek your approval for the proposed [Project Name], which aims to [briefly describe the project's purpose and objectives].

The key objectives of this project are as follows:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

The anticipated benefits of this project include:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

To successfully execute this project, we will require the following resources:

- [Resource 1]
- [Resource 2]
- [Resource 3]

The estimated timeline for the project is as follows:

- [Timeline Breakdown]

I believe this project aligns with our strategic goals and will significantly contribute to [mention the company's priorities or goals]. I am confident in our team's ability to deliver high-quality results and achieve the desired outcomes.

I kindly ask for your review and approval of this project at your earliest convenience. Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for considering this proposal. I look forward to your positive response.

Best regards,

[Your Name]
[Your Contact Information]
[Your Company]