

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your approval for [briefly describe the purpose of the request, e.g., a new project, budget, leave of absence, etc.].

[Provide a brief explanation of the request, including relevant details such as timelines, financial implications, and any supporting information that may be helpful.]

I believe that [explain the benefits or positive outcomes of the approval, addressing any potential concerns].

I appreciate your consideration of this request and look forward to your positive response.

Thank you for your time and support.

Sincerely,

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