

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Board Member's Name]
[Board Member's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Board Member's Name],
Subject: Request for Board Approval

I hope this message finds you well. I am writing to seek your approval for [briefly describe the proposal, project, or decision needing approval].

The details of the proposal are as follows:

- ****Objective:**** [State the purpose or goal of the proposal]
- ****Rationale:**** [Explain why this proposal is necessary and beneficial]
- ****Budget:**** [Provide an overview of the financial implications]
- ****Timeline:**** [Outline key milestones and deadlines]

We believe that this initiative will [explain the anticipated benefits and outcomes].

I kindly request that the board review this proposal at the upcoming meeting scheduled for [date]. Please find attached additional documentation for your reference.

Thank you for considering this request. I look forward to your approval and am available to discuss any questions or concerns you may have.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization]
[Attachment: Proposal Document]