

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Your Email Address]
[Date]
[Supervisor's Name]
[Supervisor's Position]
[Supervisor's Department]
[Your Company]

Dear [Supervisor's Name],

Subject: Approval Request for [Specify Purpose]

I hope this message finds you well. I am writing to seek your approval for [briefly describe the purpose of the request, e.g., "a proposed project," "a time-off request," "a budget allocation," etc.].

[Provide a brief explanation or rationale for your request, including any relevant details, background information, or context.]

I believe that this [project/request] will [explain the anticipated benefits or outcomes]. I have considered the implications and am prepared to address any concerns that may arise.

Please let me know if you need any further information or if there's a good time for us to discuss this in more detail. I appreciate your consideration of my request and look forward to your favorable response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]