

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company 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 state the purpose of the request, e.g., a project, budget, leave of absence, etc.].

[Provide details about the request, including any relevant background information, rationale, and the benefits of approval. Be concise and to the point.]

I believe that with your support, we can [mention the positive outcome or impact of the approval].

Thank you for considering my request. I am looking forward to your positive response. Please feel free to reach out if you need any more information or clarification regarding this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]