

Letter Requesting Or Seeking Approval

Dear [Name of Approving Authority],

I am writing to request your approval for [state the reason for the request]. As you may be aware, this [project/event/action] is an important step for [organization/team/person] and we believe that it will help us to [state the objective].

We have taken the necessary steps to ensure that the [project/event/action] is well-planned and will be carried out efficiently. The estimated budget for this project is [state the amount] and we have already secured [state the source of funding]. We believe that this [project/event/action] is essential for our organization to achieve its goals.

In order for us to proceed with this [project/event/action], we require your approval. We kindly request that you review the proposal and provide us with your feedback and approval at your earliest convenience.

Thank you for your time and consideration. We look forward to hearing back from you soon.

Sincerely,

[Your Name]