### horizontal line**Request Letter for Approval**

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Address]  
[City, State, ZIP Code]  
[Date]

**To:**[Recipient’s Name]  
[Recipient’s Job Title]  
[Company Name]  
[Address]  
[City, State, ZIP Code]

**Subject:** Request for Approval

**Dear [Recipient’s Name],**

I am writing to request your approval for [specific request, e.g., a project, expenditure, or proposal]. This initiative is critical for [explain reason or purpose].

[Provide details about the request, including relevant information, benefits, or justifications to support the request. If necessary, include a timeline or cost breakdown.]

I believe that your approval will contribute significantly to achieving [specific goal or outcome]. I am happy to provide further details or address any concerns you might have.

Thank you for considering this request. I look forward to your response.

**Sincerely,**[Your Full Name]  
[Your Job Title]