**APPROVAL LETTER**

**[Today’s Date]**

**Subject:** Completed project needs approval from supervisor

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]  
[Phone Number]**

**[Email Address]**

Dear Ms. Emerson,

I am sending this request for your approval of my completed edits for next month’s newsletter. I would appreciate it if you could read this to confirm the edits. Once you approve the edits, I will be able to complete the formatting and send it to the design team. I know you’d like this completed by next week, and I look forward to your response so we can get the design team working on the style as soon as possible. If you send me your approval today, it will be in the hands of our design team by tomorrow morning.

Sincerely,

**[Signature]**

Michael Adams  
**[Street Address]**

**[City, State, Zip]**

**[Phone Number]**

**[Email Address]**