**APPROVAL LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

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

**[Email Address]**

Hi **[Name],**

Our team has been hard at work envisioning the ideal **[insert project]** for your **[insert organization].** We would like to request your approval for our project proposal so we can continue innovating!

For the past two weeks, we’ve spent a great deal of time investigating the myriad ways to approach this project, and to identify the ideal solution. We’ve come up with a really exciting project and we hope you’ll share our enthusiasm as we look forward.

Here is a brief summary of our proposal including the scope, budget, and objective:

**[Insert Relevant Data]**

Here are a few aspects of the proposal we are most excited about accomplishing. We hope these highlights accurately demonstrate the goal and vision of our project to you:

**[Insert proposal highlights here]**

Please let us know if there is any other information you need regarding our proposal to help you make your decision.

Thanks,

**[Your Name]  
[Street Address]**

**[City, State, Zip]**

**[Phone Number]**

**[Email Address]**