**APPROVAL LETTER**

**[Today’s Date]**

Dear **[Name],**

I am writing to you to request your approval for the project proposal **[project name]**

developed by **[developer’s name],** so that our company can apply for a funding under the credit tranches of the national fund.

Our team has been hard working developing this feasible **[project name]** for your **[company’s name],** as we see that it can benefit not just your company but the whole community. It would be wonderful if you grant us approval so we could proceed with our application for funding from the national fund.

In the previous months we have worked on the project, we have had a fruitful cooperation with you and your company **[company’s name]**, developing profitable and viable solutions for both of our companies. I hope that we have contributed to the benefit of our companies in a great measure and we are looking forward to further develop this project, together with you.

In the Attachment are all financial aspects, roles and responsibilities enclosed.

Feel free to let us know if there is any other information, you need regarding our proposal expressed in this sample letter of request for approval to assist you in the decision process at your company.

Grateful,

**[Signature]**

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

**[City, State, Zip]**