**APPROVAL LETTER**

**[Today’s Date]**

**[Recipient’s Details]**

**[Company name]**

**[Company address]**

**Subject:** Request for proposal approval

**Sir/ Madam,**

With due respect, I am working in your company’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[department]** as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[designation].** My employee ID is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(mention employee ID).**

Courteously, I want to bring into your kind consideration that I was asked to submit the project proposal for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(mention purpose/ project details)** by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(date).** In this regard, I have submitted the proposal on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(date)** and it has not yet been approved. I write this letter with the utmost respect to request you to kindly approve my proposal so that I would be able to work on the said project at the earliest.

I look forward to your response at the earliest and believe that you would consider this letter as a genuine request

Thank you,

**[Signature]**

**[Name]**

**[Contact number]**