Request Letter for Approval of Proposal

To,

[Recipient’s Details]

[Company name],

[Company address]

[Date]

Subject: Request for proposal approval

Sir/ Madam,

I respectfully request to speak with you about a matter concerning my current department and job title in your company. For reference, my employee ID is [mention employee ID].

I am writing this note as a result of my deep respect for your time. I was prompted to provide the project proposal for the [mention purpose/project specifics] by [date]. As a result, I submitted the proposal on [date], and it has not yet been approved. With utmost consideration, I submit this letter to request that you please approve my proposal so that I may begin working on the project as soon as possible.

I eagerly await your reply and would appreciate if you could take my request into consideration.

Thank you,

[Signature],

[Name],

[Contact number]