

Request Letter for Approval of Project

From,
Elmo Lopez
Ap #481-7473 Cum Rd.
Yorba Linda South Carolina 28423
(295) 983-3476

14-04-2019

To,
Aaron Trujillo
Ap #146-3132 Cras Rd.
Kingsport NH 56618
(983) 632-8597

Dear Aaron Trujillo,

I'm looking for your approval for the proposed project on 'XYZ [write about your project in brief/ title of a project]'. For your convenience, I have also attached a copy of an overview of the proposed project here within this mail. Sir/ Ma'am, I request you to please give an acknowledgment to this project and provide me with the required approval as I am really very willing to execute it as soon as possible. I shall be very obliged to you for your support. Also, any of your suggestions will be appreciated. Thank you so much for your consideration. I hope to hear from you, sir/ Ma'am.

Sincerely,
Elmo Lopez
Executive [Write your profile/ designation]

