

# Service Quality Assurance Approval Request

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to formally request your approval for the proposed service quality assurance measures to be implemented in [specific department or service area] at [Company/Organization Name]. Our goal is to enhance our service delivery consistently and meet the expectations of our valued clients.

The following initiatives have been outlined for your review:

- [Initiative 1]
- [Initiative 2]
- [Initiative 3]

We believe that the successful implementation of these measures will result in [mention expected outcomes, e.g., increased customer satisfaction, improved service efficiency, etc.].

Please find attached the detailed proposal for your consideration. I would appreciate your feedback and approval by [deadline if applicable].

Thank you for considering this request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Your Contact Information]