

# Business Case Review Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of the business case for [insert project or proposal name]. This initiative aims to [briefly describe the purpose and importance of the project].

The key points for consideration include:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

I believe that this project aligns with our strategic goals and will contribute positively to our organization. I would appreciate it if we could schedule a review meeting at your earliest convenience to discuss this further.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]