

Approval Request for Financial Report

Date: [Insert Date]

[Board Director's Name]

[Board Director's Title]

[Company Name]

[Company Address]

Dear [Board Director's Name],

I hope this message finds you well. I am writing to formally request your approval of the financial report for the period ending [Insert Date]. The report has been prepared in accordance with our accounting policies and provides a comprehensive overview of the company's financial performance.

Key highlights include:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Please review the attached financial report at your earliest convenience. Your approval is essential for us to proceed with [mention any next steps or actions required].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]