

Subject: Request for Email Address Approval

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for the following email address: [proposed email address]. This email will be used for [brief explanation of the purpose, e.g., communication with clients, project coordination, etc.].

I believe this email address will enhance our communication efforts and improve our workflow. If approved, I will ensure that all communications are handled professionally and in alignment with our organization's standards.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]