

# Request for Resource Allocation Approval

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 the approval for the allocation of resources for [Project/Initiative Name]. This project aims to [brief description of the project and its goals].

To successfully implement this initiative, we require the following resources:

- [Resource 1]
- [Resource 2]
- [Resource 3]

The estimated cost for these resources is [insert amount]. We anticipate that with these allocations, we will achieve [mention expected outcomes or benefits].

Please review this request at your earliest convenience. I am available to discuss this proposal further and answer any questions you may have.

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

Sincerely,

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