

# Workflow Change Approval Request

Date: [Insert Date]

To: [Approver's Name]

From: [Your Name]

Subject: Request for Approval of Workflow Change

Dear [Approver's Name],

I am writing to request your approval for a proposed change to our current workflow concerning [briefly describe the area affected]. After careful analysis, I believe this change will significantly enhance [mention benefits such as efficiency, productivity, etc.].

## Details of the Proposed Change:

- **Current Workflow:** [Briefly describe the existing process]
- **Proposed Workflow:** [Briefly describe the proposed process]
- **Expected Benefits:** [List benefits]
- **Implementation Timeline:** [Provide timeline]

Please let me know if you need any further information or clarification regarding this matter. I appreciate your consideration and look forward to your approval.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]