

# Interdepartmental Procedure Approval Request

Date: [Insert Date]

To: [Appropriate Recipient's Name]  
[Recipient's Department]  
[Company/Organization Name]  
[Address]

Dear [Recipient's Name],

I am writing to formally request your approval for the following interdepartmental procedure:

**Procedure Title: [Insert Procedure Title]**

**Purpose:**

[Briefly describe the purpose of the procedure]

**Rationale:**

[Explain the need for this procedure and its benefits]

**Implementation Plan:**

[Outline the steps for implementing the procedure]

**Expected Outcomes:**

[Describe the anticipated results of the procedure]

**Attachments:**

[List any supporting documents or relevant data attached]

Thank you for considering this request. I am looking forward to your feedback and approval.

Sincerely,

[Your Name]  
[Your Job Title]

[Your Department]  
[Contact Information]