

# Project Concept Review Request

Date: [Insert Date]

To: [Executive's Name]

From: [Your Name]

Subject: Request for Review and Sign-Off on Project Concept

Dear [Executive's Name],

I hope this message finds you well. I am writing to present the project concept for [Project Name], which we have been developing over the past few weeks.

The primary objectives of this project are to [briefly state objectives]. We believe that this initiative will bring significant value to [briefly state benefits].

Please find attached the detailed concept document that outlines the project scope, timeline, budget, and expected outcomes for your review.

We kindly request your feedback and approval to move forward to the next phase. Your insights will be invaluable to ensure alignment with our organizational goals.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]