

Feature Story Review Approval

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval for Feature Story

Dear [Recipient's Name],

I am writing to request your approval for the feature story titled "[Feature Story Title]." After reviewing the content, I believe it aligns perfectly with our publication's goals and will engage our audience effectively.

Summary of the story:

[Insert a brief summary of the feature story, including key points and focus areas.]

Key Highlights:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Please review the attached draft at your earliest convenience. Your feedback is crucial for us to move forward, and I would appreciate your approval by [Insert Deadline].

Thank you for your attention to this matter. I look forward to your thoughts.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]