

# Request for Approval of Multilingual Signage

Date: [Insert Date]

To: [Decision Maker's Name]

[Their Position]

[Organization Name]

[Organization Address]

Dear [Decision Maker's Name],

I am writing to formally request your approval for the implementation of multilingual signage within our [facility, park, community area, etc.]. As our community becomes increasingly diverse, it is essential that we provide clear and accessible information to all residents and visitors.

We believe that the introduction of multilingual signage will enhance communication and ensure that everyone can navigate our space safely and effectively. The proposed languages include [list of languages], reflecting the predominant languages spoken in our community.

Attached are the designs and proposed locations for the signage, along with the budget and projected timeline for implementation. We are committed to ensuring that the process aligns with all relevant regulations and standards.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]