

# Letter of Request for Approval

Date: [Insert Date]

To: [Appropriate Authority's Name]  
[Appropriate Authority's Title]  
[Organization's Name]  
[Organization's Address]

Dear [Appropriate Authority's Name],

I am writing to formally request your approval for the allocation of the procurement budget for the upcoming fiscal year. The total amount needed for this budget allocation is [Insert Amount].

The planned procurement includes [briefly list items/services to be procured, e.g., office supplies, equipment, software licenses]. These items are essential to ensure our department achieves its objectives and runs efficiently.

We have conducted a thorough analysis and believe that these investments will lead to increased productivity and better service delivery. Attached are the detailed procurement plans and justifications for your review.

We appreciate your consideration of this request and hope for your prompt approval. Should you need any more information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Department]  
[Your Organization]