

Approval Request for Resolutions

Date: _____

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for the resolutions that were proposed during our recent Annual General Meeting held on [date of meeting]. We believe that these resolutions are critical for the continued success and governance of our organization.

Proposed Resolutions

1. Resolution 1: [Description of Resolution 1]
2. Resolution 2: [Description of Resolution 2]
3. Resolution 3: [Description of Resolution 3]

We kindly ask for your approval by [specific date] to ensure timely implementation of these resolutions. Your support is greatly appreciated and will contribute significantly to our organizational objectives.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company/Organization Name]