

Notification of Approval Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally submit our request for approval regarding the construction financing for our upcoming project, [Project Name]. This project is crucial to [briefly explain the importance of the project and its benefits].

The total amount requested for financing is [Insert Amount], which will be allocated towards [briefly outline how the funds will be utilized]. We have enclosed all necessary documentation, including [list any attached documents such as project plans, financial statements, etc.].

We kindly request your prompt attention to this matter as we aim to commence construction by [insert intended start date]. Your approval is vital for us to meet our project timelines.

Thank you for considering our request. We are looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]