

Contract Approval Request

Date: [Insert Date]

To: [Approver's Name]
[Approver's Title]
[Company Name]
[Company Address]

Dear [Approver's Name],

I hope this message finds you well. I am writing to seek your approval for a freelance contract with [Freelancer's Name], who will provide [brief description of services to be provided] for our project titled "[Project Name]."

Details of the Contract:

- **Freelancer:** [Freelancer's Name]
- **Scope of Work:** [Description of work]
- **Duration:** [Start Date] to [End Date]
- **Compensation:** [Total Amount or Hourly Rate]

Given the expertise of [Freelancer's Name] in [area of expertise], I am confident that their contribution will significantly enhance the outcome of our project. Attached to this email is the draft contract for your review.

I kindly request your approval at your earliest convenience to allow us to move forward smoothly. If you have any questions or require further information, please do not hesitate to reach out.

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

Sincerely,
[Your Name]
[Your Title]
[Your Email]
[Your Phone Number]