

Contract Approval Request

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request your approval for the attached licensing agreement between [Your Company Name] and [Licensing Partner Name]. This agreement outlines the terms and conditions under which [briefly describe what the licensing agreement pertains to].

Key highlights of the agreement include:

- **Scope of License:** [Briefly describe the scope]
- **Duration:** [Specify duration]
- **Fees:** [Specify fees and payment terms]
- **Obligations:** [Outline key obligations of both parties]

We believe that this agreement will be mutually beneficial and will support our strategic goals. I kindly request you to review the attached document and provide your approval by [insert deadline if applicable].

Thank you for your consideration. Please do not hesitate to reach out if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Email]
[Your Phone Number]

Attachments: Licensing Agreement Document