

Contract Approval Request for New Partnership

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Approval of Partnership Contract

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for the proposed partnership contract with [Partner Company Name]. We have thoroughly reviewed the terms and believe that this partnership will bring significant benefits to our organization.

Key details of the partnership include:

- Objective: [Briefly explain the purpose of the partnership]
- Duration: [Specify duration of the partnership]
- Roles and Responsibilities: [Outline main roles for each partner]
- Financial Terms: [Provide a brief summary of financial arrangements]

We believe that this partnership aligns with our strategic goals and will help us achieve [mention expected outcomes or goals]. Please find the full contract attached for your review.

I kindly ask that you review the contract at your earliest convenience and provide your feedback or approval. Your support is greatly appreciated.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]