

Contract Approval Request for Project Funding

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to request approval for the contract concerning the funding of the [Project Name] project. This project aims to [briefly describe the purpose and goals of the project].

We have identified potential funding sources and developed a detailed budget, which amounts to [insert budget amount]. The funding will be allocated towards [briefly outline the key areas of spending].

The contract has been reviewed by our legal team, and we believe it aligns with our strategic objectives. Attached to this letter, you will find the contract document for your review.

We are excited about the potential of this project and are looking forward to your prompt approval so we can commence work as scheduled.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]