

Contract Approval Request

Date: [Insert Date]

To: [Approving Authority's Name]

From: [Your Name]

Subject: Request for Approval of Purchase Order Contract

Dear [Approving Authority's Name],

I hope this message finds you well. I am writing to formally request your approval for the attached purchase order contract for [Brief Description of Goods/Services].

Details of the Purchase Order:

- **Vendor Name:** [Vendor's Name]
- **Purchase Order Number:** [PO Number]
- **Total Amount:** [Total Amount]
- **Delivery Date:** [Expected Delivery Date]

This purchase is essential for [Explain the reason for the purchase and how it aligns with company goals]. I have ensured that all terms and conditions are favorable to our organization.

Attached are the relevant documents for your review. Please let me know if you require any further information or clarification.

Thank you for considering this request. I look forward to your prompt approval.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]