

Request for Approval

Date: [Insert Date]

To,

Alumni Association Committee,
[University/College Name]
[Address]

Dear Members of the Alumni Association,

I hope this letter finds you well. I am writing to formally request your approval for [briefly describe the purpose of the request, e.g., organizing an alumni reunion, funding a scholarship, etc.].

This initiative aims to [explain the objectives and benefits of the request in a few sentences]. We believe that with your support, we can [mention the potential positive impact].

We have outlined a plan for the event and are committed to ensuring its success. We respectfully seek your endorsement and any necessary resources to make this happen.

We would appreciate the opportunity to discuss this request in further detail and answer any questions you may have. Please let us know a convenient time for a meeting.

Thank you for considering our request. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Contact Information]
[Your Year of Graduation, if applicable]