

Letter of Initiative Approval Solicitation

Date: [Insert Date]

To: [Board Members/Specific Board Member Name]

From: [Your Name/Your Position]

Subject: Solicitation for Approval of [Initiative Name]

Dear [Board Member or Board Members],

I hope this message finds you well. I am writing to solicit your approval for the [Initiative Name], which aims to [briefly describe the purpose of the initiative]. This initiative is crucial for [explain the importance and potential impact].

We have outlined the objectives, projected outcomes, and the required resources in the attached proposal for your review. The key highlights include:

- Objective 1: [Describe]
- Objective 2: [Describe]
- Projected Outcome: [Describe]

We believe that with your support, we can successfully implement this initiative and achieve significant advancements in [relevant area]. I kindly request that you review the document attached and provide your approval by [insert response deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]