

Project Authorization Request

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Authorization Request for [Project Name]

Dear Members of the Board,

I am writing to request your authorization for the initiation of the [Project Name] project. This project aims to [briefly describe the objective of the project and its benefits].

Project Overview:

- **Project Objectives:** [List key objectives]
- **Estimated Budget:** [Insert amount]
- **Timeline:** [Insert timeline]
- **Potential Risks:** [Briefly outline risks]

We believe that this project will enable us to [explain how the project aligns with the company's goals]. Your support in approving this project will be invaluable.

I look forward to your favorable response. Please do not hesitate to reach out if you require any further information or clarification.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]