

Project Green Light Request

Date: [Insert Date]

To: [Board Members/Specific Name]

From: [Your Name/Your Position]

Subject: Request for Approval - Project Green Light

Dear [Board Members/Specific Name],

I am writing to seek your approval for the initiation of Project Green Light, a strategic initiative aimed at [briefly describe the objective of the project]. This project is designed to [explain the benefits or importance of the project].

We have conducted preliminary research and gathered data showing that [insert key findings or support for the project]. Our proposed timeline for the project is [insert timeline] with an estimated budget of [insert budget].

The success of Project Green Light is contingent upon receiving the necessary resources and support from the board. I am confident that with your backing, we can achieve [mention the expected outcome or impact].

I would be happy to discuss this proposal further and provide any additional information needed for your consideration. Thank you for your attention to this request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]