

# Request Letter For Approval of Activity

## **Emily Brown**

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(555) 987-6543

July 4, 2024

## **Michael Johnson**

Operations Manager

XYZ Enterprises

321 Pine Street

Riverdale, NY 10471

Dear Michael Johnson,

I hope this message finds you well. I am writing to seek your approval for a fundraising event.

The purpose of this activity is to raise funds for our community outreach programs. The proposed date for this activity is September 10, 2024, and it will be held at the Riverside Community Center.

Below are the key details of the proposed activity:

- **Objective:** Raise funds to support local community services and programs
- **Participants:** Employees from all departments and local community members
- **Duration:** Four hours
- **Budget:** Estimated budget of \$3,000, covering venue rental, refreshments, and promotional materials

- **Expected Outcomes:** Increased community engagement, raised funds for outreach programs, and enhanced company reputation

I believe that this activity will significantly contribute to our overall goals and will be beneficial for the entire organization and the community. I have attached a detailed proposal for your review.

I kindly request your approval to proceed with the planning and execution of this activity. If there are any concerns or additional information needed, please let me know. I am more than willing to discuss this further and make any necessary adjustments.

Thank you for considering my request. I look forward to your positive response.

Best regards,

**Emily Brown**

Community Relations Coordinator

Public Relations Department