

Request Letter for Approval of Project

Michael Adams

Project Manager

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Rebecca Johnson

Director of Operations

Innovate Solutions Inc.

123 Innovation Street

New York, NY 10001

Subject: Request for Approval of New Project – AI-Powered Customer Service System

Dear Ms. Johnson,

I hope this message finds you well. I am writing to formally request your approval for the launch of a new project, the **AI-Powered Customer Service System**, which aims to enhance our customer support experience by integrating artificial intelligence technology into our existing service platforms.

The key details of this project are as follows:

- **Project Objective:** Develop and implement an AI-driven system that can automate customer queries, reduce response times, and improve overall customer satisfaction.
- **Benefits:** The system is projected to reduce customer response times by 40% and lower operational costs by 25% over the next 12 months.

- **Timeline:** The project is estimated to take six months to complete, with a target launch date of April 2025.
- **Budget:** The total estimated cost for development, testing, and deployment is \$150,000.

This project aligns with our company's strategy of leveraging advanced technologies to improve service efficiency and stay competitive in the market. I believe that the benefits of this AI system will have a long-term positive impact on our customer experience and operational costs.

I kindly request your approval to proceed with the planning and execution of this project. Please let me know if you require any further details or would like to discuss the project in more detail.

Thank you for considering this request.

Sincerely,

Michael Adams

Project Manager

Innovate Solutions Inc.