

Requesting and Granting Approval of a Form Letter

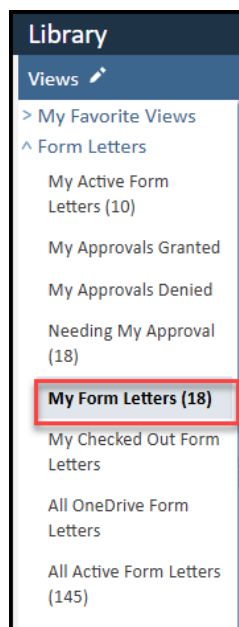
Market: House, Senate


Description: Form Letters are customizable letters that you can use/reuse to respond to messages that are similar in nature; thus, reducing the need to create a new response to individual messages that are similar. After completion, these Form Letters can be sent for approval from one or more IQ users in your office, ensuring the quality of the Form Letter.

[Viewing list of Form Letters that need approval](#)

Requesting Approval for a Form Letter

1. Navigate to **Library** → **My Form Letters**. Select a letter and click “Edit” to open letter.



2. On the Draft Form Letter page, click the  and select **Request Approval**.

Draft

Form Letters


February Sample Letter v.1

Created 2/6/2026
Revised 2/6/2026

General Details Fill-Ins Format Discuss Log

	All	Open
Messages	0	0
Mass Mailings	0	0
Newsletter	0	0

☒ Email ☐ Print



MAIL_DATE_ON_LETTER_FOR_PRINTING.MERGE

Dear enevsletter.salutation_for_merging.merge,

Content Begins Here

Sincerely,

MAIL_AIDE_FULLNAME.MERGE
MAIL_AIDE_PREFERREDADDRESS_TITLE.MERGE

3. Click into the “By” field name and select an approver. Then click **Update**.

Form Letter Status Update

New Status Request Approval

By

Any Form Letter Approver

Cancel

MAIL_DATE_ON_LETTER_FOR_PRINTING.MERGE

Content Begins Here

Sincerely,

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Viewing list of Form Letters that need approval

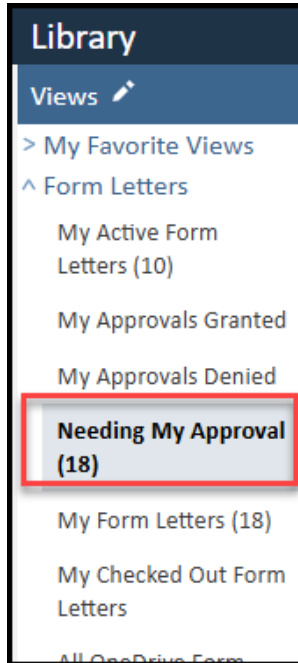
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IQ will send an alert in IQ (and in MS Outlook, if configured) to the approver regarding the Form Letter. The approver can use these steps to view these requests.

1. Navigate to **Home → Library → Needing My Approval** view.



2. The list of letters requiring approval is displayed. Select the **Form Letter** to review.
3. On the Form Letter page, select **Approve**. To deny a request, select **Deny**.

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