

## 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 enewsletter\_salutation\_for\_merging.merge,

Content Begins Here

Sincerely,

MAIL\_AIDE\_FULLNAME.MERGE  
MAIL\_AIDE\_PREFERREDADDRESS\_TITLE.MERGE

**Request Approval** (highlighted in red)

Copy  
Add New Version  
Request Approval  
Inactive  
Preview  
Quick Report  
Delete

Edit Check Out to OneDrive Approve ■■■■■ Delete

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,

WALTER HOCKETT STANLEY

IGNORE Content Begins Here

2014 Approved 12/16/2025

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## Viewing list of Form Letters that need approval

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.



The screenshot shows the 'Library' navigation pane. The 'Views' section is expanded, showing options like 'My Favorite Views', 'Form Letters', 'My Active Form Letters (10)', 'My Approvals Granted', 'My Approvals Denied', and 'Needing My Approval (18)'. The 'Needing My Approval (18)' option is highlighted with a red box. Other options include 'My Form Letters (18)', 'My Checked Out Form Letters', and 'All OneDrive Forms'.

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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