Subject: Approval for 3rd party Microsoft Teams app

Dear IT Admin,

I hope this email finds you well. I found this app called PlanIt in the Microsoft Teams Store, which is an annual planning app that I believe can boost our productivity and collaboration on strategic and tactical plans.

To start a 30-day free trial to test the app, the IT department needs to approve the app in the Teams Admin Center and provide consent to enable PlanIt's Microsoft Planner and Outlook integration.

You can read about the app privacy and information security information below, as well as get guidance on how to approve and consent PlanIt and purchasing options.

**Information security and privacy review information:**

* PlanIt by Enable 365 is a native Microsoft Teams app, and Enable 365 is a Microsoft Solutions Partner with [Publisher Attestation](https://learn.microsoft.com/en-us/microsoft-365-app-certification/teams/enable-365-planit?pivots=general).
* All data is processed and stored on [your Microsoft 365 tenant](https://enable365.io/privacy/). No data is processed or stored elsewhere.
* Enable 365 Information Security and [Privacy Hub page](https://enable365.io/privacy)

**How to approve the app and provide consent:**

*Requires Global Administrator permissions to provide consent.*

1. Go to the [Teams Admin Center](https://admin.teams.microsoft.com/policies/manage-apps/49cd11e3-cd7c-422a-9e2c-98a0a40fa418Select), Teams Apps, Manage apps: Tick "*Allowed*"
2. Select the "Permissions" tab
3. Click "Review permissions and consent"

For a full guide with pictures, [visit our website](https://enable365.io/support/it-admin/).

**Purchasing options:**

1. Purchase on the [Microsoft Azure portal with Azure Subscription](https://appsource.microsoft.com/en-us/product/web-apps/enableas1652357678356.planitsaas)
2. Purchase via [Microsoft AppSource](https://portal.azure.com/#create/enableas1652357678356.planitsaas) with a Credit Card

Thank you for reviewing our request. We believe the PlanIt app can bring significant value to our operations and help improve planning and execution processes.

Best Regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]