

**\*\*[Your Organization's Letterhead]\*\***

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of [Specific Request]

We are pleased to inform you that your request for [specific request/  
project name] has been approved. After a thorough review, we have  
determined that your proposal aligns with our goals and objectives.

Details of the approval are as follows:

- **\*\*Project Name\*\***: [Project Name]
- **\*\*Approval Date\*\***: [Date of Approval]
- **\*\*Effective Date\*\***: [Start Date]
- **\*\*Duration\*\***: [Time Frame]
- **\*\*Funding Amount\*\***: [Amount Approved]
- **\*\*Requirements\*\***: [Any specific conditions, if applicable]

We recommend that you begin preparations and coordinate with the relevant  
teams. Please ensure to adhere to all guidelines and timelines associated  
with this project.

For any questions or further clarification, please do not hesitate to  
reach out.

Congratulations, and we look forward to seeing the positive impact of  
your work.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Email Address]

**\*\*Enclosure\*\*** [Any Attachments, if applicable]