

****Template Example 1:****

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
Department of Homeland Security
[Relevant Office/Division]
[Office Address]
[City, State, ZIP Code]
Subject: Approval Letter for [Type of Application/Request]
Dear [Recipient's Name],
We are pleased to inform you that your application for [brief description of the application/request] has been approved. Your application was received on [date] and has been processed in accordance with the requirements outlined in [specific regulation or policy].
Here are the details of your approval:
- Application Number: [xxxxxx]
- Date of Approval: [date]
- Effective Period: [start date] to [end date]
Please retain this letter for your records. Should you have any questions, feel free to contact us at [contact information].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title/Position]
[Department/Agency Name]

****Template Example 2:****

[Date]
[Recipient's Name]
[Recipient's Position]
Department of Homeland Security
[Office Address]
[City, State, ZIP Code]
Subject: Approval of [Type of Request]
Dear [Recipient's Name],
This letter serves to confirm the approval of your [type of request/application] submitted on [submission date]. After careful review, the following has been authorized:
- Approval Reference: [Reference Number]
- Issuance Date: [Date]
- Valid Until: [Date]
We appreciate your cooperation throughout this process. If you have any further inquiries, please do not hesitate to reach out to our office.
Best regards,
[Your Name]
[Your Title]
[Agency/Department Name]
[Contact Information]