

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Department of Homeland Security]
[Recipient Address]
[City, State, Zip Code]

Subject: Approval of [Specify Application/Request]

Dear [Recipient Name],

I am writing to inform you that your application for [specify the type of application or request] has been reviewed and approved by the Department of Homeland Security.

1. ****Application Details****

- ****Application Type****: [Specify application type]
- ****Application Number****: [Insert application number]
- ****Decision Date****: [Insert decision date]

2. ****Approval Information****

- ****Effective Date****: [Specify effective date of the approval]
- ****Conditions****: [List any conditions or requirements, if applicable]

3. ****Next Steps****

- [Detail any actions the recipient must take following this approval]
- [Provide information about how to obtain necessary permits/documents]

If you have any questions or need further assistance, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]
[Your Organization]