

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of FVRC-P Application

We are pleased to inform you that your application for the FVRC-P program has been approved. After careful review of your proposal, we appreciate the thoughtful planning and objectives outlined in your submission.

The key details of your approval are as follows:

- **Project Title:** [Insert Project Title]
- **Approval Date:** [Insert Date]
- **Duration of Funding:** [Insert Duration]
- **Total Funding Amount:** [Insert Amount]

Please find attached the formal agreement and additional documentation that outlines the next steps to be taken. We look forward to your successful implementation of the project and collaborating with you throughout the process.

Should you have any questions or require further assistance, do not hesitate to reach out.

Congratulations once again on your approval!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Your Email Address]

[Attachment: Formal Agreement]