

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

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of Financial Planning and Analysis (FPA)

We are pleased to inform you that your proposal for [brief description of the project or initiative] has been approved. After careful review, we are confident that this initiative aligns with our organizational goals and objectives.

Approval Details:

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

Next Steps:

1. ****Implementation Timeline:**** [Outline key phases and timelines]
2. ****Reporting Requirements:**** [Specify any reporting needs]
3. ****Contact Person:**** [Insert Name and Contact Info for questions]

We appreciate your effort in the planning and submission process and look forward to the successful execution of your project. Should you need any further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

****CC:**** [Other Relevant Parties]

****Enclosures:**** [Any relevant documents]