

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

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Approval of Financial Planning Application (FPA)

We are pleased to inform you that your Financial Planning Application (FPA) submitted on [Submission Date] has been approved. Please find the details of the approval below:

****Approval Reference Number:**** [Reference Number]

****Project Title:**** [Project Title]

****Approval Date:**** [Approval Date]

****Validity Period:**** [Start Date] to [End Date]

As per our review, the application meets all necessary guidelines and criteria outlined in our [specific policies or guidelines]. We commend the thoroughness and clarity of your submission.

Next Steps:

1. [Outline any required actions the recipient needs to take.]
2. [Provide details about reporting requirements, if applicable.]
3. [Mention any associated funding or budgeting details, if relevant.]

If you have any questions or require further information, please feel free to contact me at [Your Contact Information].

Thank you for your dedication and commitment to [specific goals, e.g., community development, financial growth, etc.].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Organization's Website]