

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Financial Planning Application

We are pleased to inform you that your Financial Planning Application (FPA) submitted on [Submission Date] has been reviewed and approved.

Details of the approved proposal are as follows:

- **\*\*Project Title:\*\*** [Insert Project Title]
- **\*\*Approval Reference Number:\*\*** [Insert Reference Number]
- **\*\*Total Funding Approved:\*\*** [Insert Amount]
- **\*\*Project Duration:\*\*** [Insert Duration]

We appreciate your efforts in preparing this application and look forward to seeing the successful implementation of your project. Please ensure that all activities align with the approved plans and budget.

Should you have any questions or require further assistance, feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone].

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]