

****FTA Approval Letter Outline****

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

****Subject: Approval of FTA Application****

1. ****Introduction****

- Briefly state the purpose of the letter.
- Mention the application reference number.

2. ****Approval Confirmation****

- Clearly state that the FTA application has been approved.
- Provide details of the approved application, including relevant dates and conditions.

3. ****Conditions of Approval****

- List any conditions or requirements that must be fulfilled post-approval.

4. ****Next Steps****

- Outline the next steps that the recipient should take following the approval.
- Provide a point of contact for any questions or further communication.

5. ****Closing Statement****

- Express gratitude for the recipient's cooperation.
- Offer encouragement for successful implementation of the approved project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Organization's Website]

****Enclosures:**** (if any)

- [List of enclosed documents]