

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Approval

I am writing to formally acknowledge the approval received on [Date of Approval] regarding [brief description of the approved matter, e.g., project proposal, budget allocation, etc.]. We appreciate your support and confidence in our plans.

As outlined in the approved document, we will proceed with [briefly describe next steps or actions]. Our team is committed to ensuring successful implementation.

Thank you once again for your cooperation. If you have any further questions or require additional information, please feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Company/Organization]
[Contact Information]