

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval Confirmation for [Project/Request Name]

We are pleased to inform you that your request for [brief description of the project/request] has been officially approved. After reviewing all materials and conducting the necessary evaluations, we believe that this initiative aligns with our goals and priorities.

Details of the approval are as follows:

- **Project/Request Name**: [Project/Request Name]
- **Approval Date**: [Approval Date]
- **Scope of Work**: [Brief description of the scope]
- **Start Date**: [Proposed Start Date]
- **Completion Date**: [Proposed Completion Date]

Please feel free to reach out if you have any questions or require further information regarding the next steps.

We look forward to working together to make this project a success!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Optional: Company Logo]