

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

Dear [Recipient Name],

Subject: Approval for [Project/Request Name]

I am pleased to inform you that your request for [brief description of the request] has been reviewed and approved. This approval is effective as of [effective date] and is subject to the following conditions:

1. [Condition 1]
2. [Condition 2]
3. [Condition 3]

We appreciate your efforts in [mention any relevant details about their proposals or work]. Please proceed with the next steps as discussed. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your commitment.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company]