

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Approval Notification for [Project/Proposal Name]

Dear [Recipient Name],

We are pleased to inform you that your [project/proposal/application] titled "[Project/Proposal Name]" has been approved.

**\*\*Details of Approval:\*\***

- Approval Date: [Date]

- Reference Number: [Reference Number]

- Project Start Date: [Start Date]

- Duration: [Duration]

**\*\*Next Steps:\*\***

1. [Step 1: Details]

2. [Step 2: Details]

3. [Step 3: Details]

We appreciate your efforts and commitment to [specific goal or objective related to the project]. Should you have any questions or require further information, please do not hesitate to reach out.

Congratulations once again on your approval!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]