

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: HWA Approval

We are pleased to inform you that your request for Health and Wellness Approval (HWA) has been successfully reviewed and approved. This approval is effective as of [effective date] and will remain valid until [expiration date].

Please find the details of the approval below:

- Project Name: [Project Name]
- Approval Number: [Approval Number]
- Conditions of Approval: [List of conditions, if any]

We appreciate your commitment to promoting health and wellness in your initiatives and look forward to seeing the positive impact of your project.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Company Website]