

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Health and Wellness Assessment (HWA)

We are pleased to inform you that your request for the Health and Wellness Assessment (HWA) has been approved.

Details of the Approval:

- **Project Name:** [Project Name]

- **Project ID:** [Project ID]

- **Approval Date:** [Date of Approval]

- **Scope of Work:** [Brief description of the scope]

Please ensure that you adhere to the following guidelines during the implementation phase:

1. [Guideline 1]

2. [Guideline 2]

3. [Guideline 3]

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

Thank you for your commitment to improving health and wellness.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

[Email Address]