

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval Notification for [Project/Proposal Name]

We are pleased to inform you that your request for [brief description of project or proposal] has been approved by the Health and Welfare Administration (HWA).

Approval Details:

- Project Title: [Project/Proposal Name]
- Reference Number: [Reference Number]
- Approval Date: [Approval Date]
- Effective Date: [Start Date]

We commend you for your efforts and commitment to [briefly mention the goal of the project]. Kindly ensure that all requirements stipulated in the attached approval document are adhered to during the implementation phase.

If you have any questions or require further clarification, please do not hesitate to reach out at [Your Contact Information].

Congratulations on your approval!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Attachments: Approval Document, Guidelines, etc.]