

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of [Project/Request Title]

I am pleased to inform you that your request for [brief description of project or request] has been approved. After careful consideration, we believe this initiative aligns with our goals and will contribute significantly to [mention the broader objectives].

The approval includes the following details:

- Project Description: [Provide a brief overview]
- Approved Budget: [Specify amount]
- Timeline: [Outline key dates and milestones]
- Conditions: [List any conditions or requirements for approval]

Please proceed with the next steps as outlined in your proposal. If you have any questions or need further clarification, do not hesitate to reach out.

Congratulations, and we look forward to your continued success on this project.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]