

[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 of HWA Project

We are pleased to inform you that your proposal for the HWA Project, titled "[Project Title]," has been approved. After careful review, we are excited to proceed with the project as outlined in your submission dated [Submission Date].

Please find the details of the approval below:

****Project Title:**** [Project Title]

****Project Duration:**** [Start Date] to [End Date]

****Budget:**** [Approved Budget]

****Key Objectives:****

- [Objective 1]

- [Objective 2]

- [Objective 3]

We look forward to seeing the outlined goals achieved and are here to support you throughout the project. Please confirm your acceptance of this approval by [Response Date].

Should you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]