

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Approval for [Specific Purpose/Project]

I am pleased to inform you that your proposal for [brief description of the proposal/project] has been reviewed and approved.

Details of the approval are as follows:

- Project Title: [Project Title]
- Approved Budget: [Budget Amount]
- Duration: [Project Duration]
- Conditions: [Any specific conditions or requirements]

Please acknowledge your acceptance of this approval by signing and returning the attached copy of this letter by [signature deadline]. We look forward to your prompt action and successful execution of the project.

Thank you for your commitment and efforts.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Signature] (if sending a hard copy)
Attachment: Approval Acknowledgment Copy