

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval Letter

We are pleased to inform you that your [specific request, proposal, application, etc.] dated [date of submission] has been reviewed and approved by [Approving Authority/Board Name].

Approval Details:

- Approval Reference Number: [XXXXXX]

- Effective Date: [Start Date]

- Duration of Approval: [Duration]

Please ensure that you comply with all terms and conditions outlined in [relevant document, policy, or agreement]. Additionally, we would like to highlight the following key points associated with this approval:

1. [Key Point 1]

2. [Key Point 2]

3. [Key Point 3]

If you have any questions or require further clarification regarding this approval, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter, and we look forward to your continued collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]