

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

Dear [Recipient Name],

Subject: Agreement Approval

I am writing to formally notify you that the agreement titled "[Agreement Title]" has been reviewed and approved by our legal and compliance teams. Key details of the agreement are as follows:

- Agreement Reference Number: [Agreement Reference Number]
- Date of Agreement: [Date]
- Parties Involved: [Party A] and [Party B]
- Effective Date: [Effective Date]
- Duration: [Duration of Agreement]

We appreciate your efforts in finalizing this agreement and look forward to a successful partnership. Please find enclosed the signed copies of the agreement for your records.

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

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]