

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Approval for [Project Name]

We are pleased to inform you that your proposal for the [Project Name] has been reviewed and approved by the [Approving Authority/Committee Name].

Project Details:

- ****Project Name****: [Project Name]
- ****Project Duration****: [Start Date] to [End Date]
- ****Budget****: [Approved Budget Amount]
- ****Objectives****: [Briefly outline the project objectives]

This approval is contingent upon the following conditions:

1. [Condition 1]
2. [Condition 2]
3. [Condition 3]

We look forward to seeing the successful execution of the project and believe it will contribute significantly to [mention the impact/importance of the project]. Please ensure that all necessary documentation is submitted as outlined in the project protocol.

Should you have any questions or need further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company/Organization]