

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval Notification

We are pleased to inform you that your [application/request/proposal] submitted on [submission date] has been approved.

Details of the approval are as follows:

- Approval Reference Number: [Reference Number]
- Approved Amount/Details: [Amount/Details]
- Approval Date: [Approval Date]
- Expiration Date (if applicable): [Expiration Date]

Please ensure that all conditions outlined in the approval are met.

Should you have any questions or require further clarification, feel free to contact us at [contact information].

Congratulations on this approval! We look forward to your successful engagement with [brief description of next steps].

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]

[Optional: Company Logo]