

****[Your Company Letterhead]****

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Approval of [Document/Project Name]

We are pleased to inform you that your request for [brief description of the document or project] has been reviewed and approved.

****Details of the Approval:****

- ****Document/Project Name:**** [Name]

- ****Approval Date:**** [Date]

- ****Approval Reference Number:**** [Reference Number, if applicable]

Please ensure that all relevant parties are informed of this approval and proceed with the next steps as outlined in your proposal.

If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]