

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

[Recipient Name]
[Recipient Title]
[MHS Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval for [Specific Request/Project]

I am pleased to inform you that your request for [specific request or project] has been approved. The approval is effective as of [effective date] and is subject to the following conditions:

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

Please ensure that all necessary documentation and reporting requirements are met in accordance with our guidelines. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your commitment and efforts regarding this matter.

Sincerely,

[Your Name]
[Your Title]
[MHS Organization Name]