

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of OD Enhancement

We are pleased to inform you that your proposal for the enhancement of the organizational development (OD) program has been reviewed and approved.

Details of the enhancement are as follows:

- ****Project Name:**** [Project Name]
- ****Objectives:**** [Brief description of objectives]
- ****Timeline:**** [Start date to end date]
- ****Budget:**** [Approved budget amount]

We believe that this enhancement will significantly contribute to our company's growth and improve our overall capabilities. Please proceed with the next steps as outlined in your proposal.

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

Congratulations on this approval and we look forward to seeing the positive outcomes of your efforts.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email Address]