

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

Dear [Recipient Name],

Subject: Approval of [Specific Request/Proposal]

I hope this message finds you well.

I am writing to inform you that your request for [briefly describe the request or proposal] has been reviewed and approved. We appreciate your efforts in preparing the necessary documentation and presenting your ideas clearly.

As we move forward, please note the following points:

1. [Point 1 about the approval]
2. [Point 2 about timelines or next steps]
3. [Point 3 regarding any conditions or limitations]

Should you have any questions or need further clarification, feel free to reach out. We look forward to seeing the progress on this matter.

Thank you for your dedication and hard work.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]