

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Subject: Out of Bounds Approval

Dear [Employee's Name],

We are pleased to inform you that your request for out of bounds approval has been granted. Please adhere to the following details:

- **\*\*Location:\*\*** [Specify location]
- **\*\*Dates:\*\*** [Start Date] to [End Date]
- **\*\*Purpose:\*\*** [Brief description of purpose]

We trust that you will represent the company well during this time.

Please keep us updated on your progress.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]