

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Out of Bounds Request

I hope this message finds you well. I am writing to officially confirm the approval of your request to go out of bounds regarding [specific details about the request, e.g., travel, project extension, etc.].

After careful consideration, we agree that the circumstances warrant this exception, and we are confident in your ability to manage the associated responsibilities. The approved out of bounds is effective from [start date] to [end date], under the following conditions:

1. [Condition 1: e.g., reporting requirements]
2. [Condition 2: e.g., safety protocols]
3. [Condition 3: e.g., communication guidelines]

Please ensure that you adhere to these conditions throughout the duration of the approved request. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter, and we appreciate your commitment to maintaining standards during this time.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]