

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Out of Bounds Approval Letter

We are pleased to inform you that your request for out of bounds approval for [specific reason or project] has been reviewed and approved.

Details of the approval are as follows:

- ****Effective Date:**** [Start Date]
- ****Expiration Date:**** [End Date]
- ****Conditions:**** [List any conditions or limitations associated with the approval]

Please ensure compliance with all relevant guidelines and regulations during the execution of this project. If you have any questions or require further assistance, feel free to contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]