

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Out of Bounds Approval for Project Proposal

I hope this message finds you well.

We are writing to inform you that your project proposal titled "[Project Title]" has been reviewed and approved for out of bounds funding. Your innovative approach and the anticipated impact of the project align with our organization's strategic objectives.

The approval is granted for the total amount of [Amount], designated for the following activities:

- [Activity 1]
- [Activity 2]
- [Activity 3]

Please ensure that all project expenditures are documented and submitted for review as per our funding guidelines. We would like to schedule a meeting to discuss the next steps and outline the reporting requirements. Thank you for your commitment to excellence and innovation. We look forward to seeing the positive outcomes of your project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]