

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Out of Bounds Approval Notification

We are writing to inform you that your request for [brief description of the request] has been reviewed and approved by the [Relevant Department/Authority].

Details of the approval are as follows:

- ****Request Date****: [Original request date]
- ****Approved Amount****: [Approved amount or action]
- ****Duration****: [Desired or specified duration for the request]
- ****Conditions****: [Any specific conditions attached to the approval, if applicable]

Please ensure that all actions taken in regard to this approval comply with our organizational policies and procedures. Should you have any questions or require further clarification, feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Signature (if sending a hard copy)]