

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Out of Bounds Approval for Funding

We are pleased to inform you that your request for funding to support [specific project or initiative] has been approved. Recognizing the exceptional circumstances surrounding your proposal, we have granted an out of bounds exception to extend our support beyond the usual funding parameters.

The approved funding amount is [insert amount] and is allocated for the following purposes:

- [Purpose 1]

- [Purpose 2]

- [Purpose 3]

We kindly ask you to adhere to the guidelines outlined in the attached agreement and to submit regular progress reports as specified.

Please confirm your acceptance of this funding approval by signing and returning the attached document by [date].

Congratulations once again, and we look forward to seeing the impact of your efforts.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Attachments: Funding Agreement]