

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Out of Bounds Approval Request

We have received your request for approval concerning [specific details about the out of bounds situation]. After careful consideration, we have decided to grant approval for this matter.

Details of the approval are as follows:

- ****Approval Reference Number:**** [Reference Number]
- ****Approved By:**** [Approver's Name, Title]
- ****Date of Approval:**** [Date]
- ****Conditions:**** [Any conditions associated with the approval, if applicable]
- ****Validity Period:**** [Start Date] to [End Date]

Please ensure that all procedures are followed as per company guidelines during this period. Should any issues arise, do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]