

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: PBA Approval Letter

Dear [Recipient's Name],

I am pleased to inform you that your request for [specific purpose, e.g., project funding, event support] has been approved by the PBA (Project Beneficiary Association).

Details of Approval:

- Project/Proposal Title: [Title]
- Approval Date: [Date]
- Approved Amount: [Amount]
- Conditions (if any): [Conditions]

We appreciate your commitment and look forward to your successful execution of this project. Please do not hesitate to reach out for any further assistance.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Email]