

[Your Name]
[Your Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of PWD Application

I am writing to formally notify you that your application for [specific project or request] under the Persons with Disabilities (PWD) program has been approved. After thorough review, we are pleased to grant you the necessary support and resources as outlined in your proposal.

The details of the approval are as follows:

- Project Title: [Title]
- Project Duration: [Start Date] to [End Date]
- Approved Budget: [Amount]

We are looking forward to your successful implementation of this project and encourage you to maintain regular communication with our office for any assistance needed during the process.

Thank you for your dedication to enhancing the lives of individuals with disabilities.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]