

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

[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Approval of Application for Public Works Department

Dear [Recipient Name],

I am writing to formally acknowledge the approval of my application submitted on [application submission date] regarding [brief description of the application, e.g., construction, maintenance, etc.].

I appreciate the time and effort taken by the Public Works Department in reviewing my application and am grateful for the favorable decision. I understand the conditions attached to this approval, which include [briefly list any conditions, if applicable].

If you require any further information or documentation to proceed, please do not hesitate to contact me.

Thank you once again for your support.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]