

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Approval Notification for [Project/Request Name]

Dear [Recipient's Name],

We are pleased to inform you that your [project/request] for [specific details about the project/request] has been approved as of [date of approval].

Details of the approval are as follows:

- **\*\*Project/Request Title\*\***: [Title]
- **\*\*Approval Date\*\***: [Date]
- **\*\*Duration\*\***: [Start Date] to [End Date]
- **\*\*Budget/Resources Allocated\*\***: [Details]

Please ensure that all work associated with this [project/request] aligns with the agreed terms and conditions. Should you have any questions or require further information, do not hesitate to reach out to us.

Congratulations, and we look forward to seeing the successful execution of your project.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]