

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

Dear [Recipient Name],

Subject: Approval of Document Submission

I am pleased to inform you that we have reviewed and approved the documents submitted on [submission date]. The following documents have been successfully received:

1. [Document Name 1]
2. [Document Name 2]
3. [Document Name 3]

Please ensure that you keep a copy of this approval for your records. If you require any further information or clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company/Organization Name]