

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of Operational Changes

I am writing to formally inform you that the proposed operational changes outlined in your request dated [insert date] have been reviewed and are hereby approved.

The following changes will be implemented:

1. **Change 1**: [Brief Description]

2. **Change 2**: [Brief Description]

3. **Change 3**: [Brief Description]

These changes aim to enhance our efficiency and align with our Total Quality Management (TQM) objectives. Please proceed with the necessary steps to implement these changes by [insert implementation date].

Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to these important updates.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]