

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Funding Request

I am pleased to inform you that your funding request for [describe the purpose of the funding, e.g., "the community development project"] has been approved. After careful consideration, we recognize the significance of this initiative and its potential impact on [briefly describe the beneficiaries or intended outcomes].

We will be providing a total amount of [insert funding amount] which is expected to cover [list major expenses or categories]. The funding will be available to you as of [insert date], and we anticipate that the funds will be utilized in accordance with the proposed budget submitted.

Please ensure that you follow the guidelines outlined in the funding proposal and keep us updated on the project's progress. We may require progress reports at [insert reporting frequency, e.g., "quarterly"] intervals, along with any relevant documentation regarding expenditures. Thank you for your commitment to [insert relevant mission or goal] and we look forward to seeing the positive outcomes of your project. Should you have any questions or require further assistance, please feel free to reach out to me at [insert your contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]