

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

Dear [Recipient Name],

Subject: Approval Letter for Project Initiation

We are pleased to inform you that your proposal for the [Project Title] has been approved. After careful consideration, we have identified this project as a strategic priority for our organization and are excited to move forward.

Project Details:

- ****Project Name****: [Project Title]
- ****Project Manager****: [Project Manager's Name]
- ****Start Date****: [Start Date]
- ****Estimated Completion Date****: [Completion Date]
- ****Budget****: [Approved Budget Amount]
- ****Key Stakeholders****: [List of Key Stakeholders]

We expect all involved parties to collaborate closely to ensure the timely and successful completion of the project. Please find attached the detailed project plan for your reference.

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

Congratulations once again, and we look forward to your team's success on this initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Attachment: Project Plan]