

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

Dear [Recipient Name],

Subject: Approval for [Project/Expense/Request]

I am pleased to inform you that your request for [describe what is being approved, e.g., "funding for the marketing campaign," "vacation leave," etc.] has been approved.

Details of the approval are as follows:

- ****Description****: [Brief description of the project/request]
- ****Approved Amount****: [Amount or resources being approved]
- ****Timeline****: [Start and end dates, if applicable]
- ****Conditions****: [Any conditions or requirements attached to the approval, if applicable]

Please ensure that you [any specific actions required by the recipient] in accordance with this approval. Should you have any questions or need further clarification, do not hesitate to contact me.

Thank you for your efforts and contributions to [Company/Department].

Sincerely,

[Your Name]
[Your Title]
[Your Company]