

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval Notification for [Project/Request Name]

We are pleased to inform you that your request for [specific project or item, e.g., "additional funding," "leave of absence," "project proposal"] has been approved.

Details of the approval are as follows:

- **Project/Request Name:** [Insert Name]
- **Approval Date:** [Insert Date]
- **Approved Amount/Duration:** [Insert Amount/Duration]
- **Conditions (if any):** [Insert Conditions]

We appreciate your efforts and commitment. Please feel free to reach out if you have any questions or require further assistance.

Congratulations on your approval!

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]