

[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 Proposal [Proposal Title/ID]

We are pleased to inform you that your proposal titled "[Proposal Title]" submitted on [Submission Date] has been reviewed and approved.

This proposal has been approved for the following terms:

- Start Date: [Start Date]
- Duration: [Duration]
- Budget: [Approved Budget Amount]
- Key Objectives: [Briefly List Key Objectives]

We look forward to your prompt initiation of the project and the successful implementation of the proposed activities. Please adhere to the deadlines and guidelines outlined in your proposal.

Should you have any questions or require further information, feel free to reach out to us at [Your Contact Information].

Congratulations on your approved proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]