

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: Approval of ZCS Project

We are pleased to inform you that your proposal for the ZCS Project has been approved. After careful consideration of the objectives, methodology, and expected outcomes, we commend the efforts put forth in your submission.

The project is authorized to commence on [Start Date], with an estimated completion date of [End Date]. Please ensure that all milestones are met according to the outlined timeline.

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

Congratulations on your successful proposal, and we look forward to seeing the positive impact of your work.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]