

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Project Approval for [Project Name]

I am pleased to inform you that your proposal for [Project Name] has been approved. After careful review and consideration, we believe that this project aligns with our goals and objectives.

Project Details:

- ****Project Name:**** [Project Name]

- ****Start Date:**** [Start Date]

- ****End Date:**** [End Date]

- ****Budget:**** [Budget Amount]

We appreciate your effort in preparing a comprehensive plan and are excited to move forward. Please ensure that all necessary preparations are in place for the commencement of the project.

If you have any questions or require further assistance, feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your commitment to excellence, and we look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]