

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Project Approval Notification for [Project Name]

1. ****Introduction****

We are pleased to inform you that the project proposal titled ****[Project Name]**** has been reviewed and approved by the [Approval Committee/Board].

2. ****Project Overview****

a. ****Objective:**** Provide a brief description of the project's main objectives.

b. ****Scope:**** Outline the scope of the project, including key deliverables.

c. ****Timeline:**** Specify the expected timeline for project implementation.

3. ****Budget and Funding****

a. ****Total Budget Approved:**** State the total budget allocated for the project.

b. ****Funding Sources:**** Identify any internal or external funding sources.

4. ****Roles and Responsibilities****

a. ****Project Lead:**** Name and title of the individual responsible for leading the project.

b. ****Team Members:**** List key team members and their roles.

5. ****Approval Conditions****

State any conditions or prerequisites required before the project can commence.

6. ****Next Steps****

a. Outline immediate actions that need to be taken post-approval.

b. Schedule a kick-off meeting.

7. ****Contact Information****

For any questions or further clarifications, please feel free to contact:

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]

Thank you for your efforts in developing the project proposal. We look forward to seeing the positive impact of ****[Project Name]****.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Enclosures: if any]