

[Your Name]
[Your Title]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[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 reviewed and approved by [Approving Authority/Committee Name] on [Approval Date].

Project Overview:

- ****Project Description:**** [Brief description of the project]
- ****Objectives:**** [List the main objectives]
- ****Budget:**** [Total budget allocation]
- ****Timeline:**** [Estimated project duration and key milestones]

The approval is contingent upon the following stipulations:

1. [Condition 1]
2. [Condition 2]
3. [Condition 3]

Please ensure that all necessary preparations are in place to commence the project by [Start Date]. We look forward to your leadership and success in [Project Name].

Should you have any questions or require further information, please feel free to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization]