

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Project Approval Agreement

We are pleased to inform you that your proposal for the [Project Name] has been approved. This letter serves as a formal agreement between [Your Company] and [Recipient Company] regarding the project terms and conditions.

****Project Overview:****

- Project Name: [Project Name]

- Start Date: [Start Date]

- End Date: [End Date]

- Budget: [Budget Amount]

****Scope of Work:****

[List key deliverables and milestones]

****Responsibilities:****

- [Your Company Responsibilities]

- [Recipient Company Responsibilities]

****Payment Terms:****

[Payment schedule and terms]

****Confidentiality Clause:****

Both parties agree to maintain confidentiality throughout the duration of the project.

Please sign below to confirm your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

****Accepted by:****

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Date]