

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Project Approval Confirmation

I am pleased to inform you that your proposal for [Project Name] has been approved. After careful evaluation, we believe that this project aligns well with our strategic objectives and offers significant benefits.

Project Details:

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

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

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

- **Budget:** [Approved Budget]

We look forward to working with your team to ensure the successful execution of this project. Please prepare for the project kickoff meeting scheduled on [Kickoff Meeting Date].

If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]