

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Project Approval for [Project Name]

We are pleased to inform you that your project proposal for [Project Name] has been officially approved. After reviewing the details and aligning with our strategic objectives, we believe this initiative will greatly benefit our organization.

Project Details:

- Project Name: [Project Name]
- Start Date: [Start Date]
- End Date: [End Date]
- Budget: [Approved Budget]
- Key Personnel: [Names of Key Personnel]

Next Steps:

Please proceed with the necessary preparations to kick off the project.

We look forward to receiving your detailed project plan, including timelines and deliverables, by [Deadline for Project Plan].

Thank you for your hard work and dedication. We are excited to see the positive impact of this project on our business.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Enclosures: if any]