

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Project Approval Notification

We are pleased to inform you that your project proposal titled "[Project Title]" has been approved. After careful consideration and review, we believe that your project aligns with our objectives and will bring [mention benefits or contributions].

Project Details:

- Project Start Date: [Start Date]
- Project End Date: [End Date]
- Budget Approved: [Amount]
- Project Manager: [Project Manager's Name]

Please ensure that all necessary preparations are made for the commencement of the project. We expect regular updates on the progress and will schedule quarterly reviews to assess outcomes.

Congratulations on this achievement! We look forward to your successful execution of the project.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]