

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Project Funding Approval

We are pleased to inform you that your project proposal titled "[Project Title]" has been approved for funding. After careful review and consideration, we have allocated a total amount of [Funding Amount] for the successful implementation of your project.

The funding will be disbursed in accordance with the following schedule:

1. [Milestone 1] - [Amount] on [Date]
2. [Milestone 2] - [Amount] on [Date]
3. [Final Payment] - [Amount] on [Date]

Please ensure that all expenditures align with the budget submitted and adhere to the reporting requirements outlined in your proposal.

We look forward to seeing the positive impact of your project and are excited to support your endeavors. Should you require any further information or clarification, please do not hesitate to reach out.

Congratulations once again on your project approval!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]