

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of Project Proposal

I am writing to formally approve the project proposal titled "[Project Title]," submitted by [Project Lead or Team Name] on [Submission Date]. After thorough review and consideration, I am pleased to inform you that the proposal aligns with our strategic goals and has been granted approval to proceed.

Project Overview:

- ****Objective:**** [Brief description of project objectives]
- ****Timeline:**** [Start and end dates]
- ****Budget:**** [Total budget allocated]
- ****Key Members:**** [List key team members]

I encourage you to move forward with the project as planned. Please ensure that all team members are adequately informed and prepared for the next steps. Regular updates should be provided throughout the project lifecycle to maintain alignment with our goals.

Thank you for your hard work and dedication. I look forward to seeing the success of "[Project Title]."

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company/Organization]