

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[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 proposal for [Project Name] has been reviewed and approved as of [Approval Date]. After careful consideration, we believe that this project aligns with our strategic objectives and will contribute significantly to [mention the goal or benefits of the project].

Details of the approved project are as follows:

- **Project Start Date:** [Start Date]
- **Projected End Date:** [End Date]
- **Budget Allocated:** [Budget Amount]
- **Project Manager:** [Project Manager's Name]

We expect the project to proceed according to the outlined timeline.

Please ensure that all necessary preparations are made to kick off the project on the scheduled start date.

If you have any questions or require further clarification, feel free to reach out to me directly. We are looking forward to a successful collaboration on this initiative.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]