

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of User-Generated Content

We are pleased to inform you that we have reviewed your submitted content titled "[Title of Content]" and have officially approved it for use.

Details of Approval:

- Content Type: [e.g., photo, video, testimonial]
- Date of Submission: [Submission Date]
- Usage Rights: [Explain conditions of use, e.g., social media, website]
- Duration of Use: [Specify time period, if applicable]

We appreciate your contribution and are excited to feature your content as part of our [campaign, project name, etc.]. Should you have any questions or need further assistance regarding this approval, please do not hesitate to reach out.

Thank you for being an integral part of our community!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]