

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of [Project/Proposal Name]

We are pleased to inform you that your [project/proposal] titled "[Title of Project/Proposal]" has been approved. After careful consideration, we are confident that this initiative will align with our business goals and contribute to our mission.

Details of the Approval:

- ****Project/Proposal Name:**** [Title]
- ****Budget:**** [Approved Budget Amount]
- ****Timeline:**** [Start Date] to [End Date]
- ****Key Objectives:**** [Brief list of objectives]

Please proceed with the next steps as discussed in our previous meetings. We look forward to your team's progress and successful execution of this initiative.

If you have any questions or need further clarification, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]