

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Approval of Contract

We are pleased to inform you that we have reviewed and approved the contract titled "[Contract Title]" dated [Contract Date] between [Your Company Name] and [Recipient's Company Name].

The following terms have been mutually agreed upon:

- [Term 1]

- [Term 2]

- [Term 3]

Please sign and return one copy of this letter to indicate your acceptance of the above terms. Should you have any questions or require further clarification, feel free to contact us.

Thank you for your cooperation, and we look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: Copied Contract]