

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Funding Request

We are pleased to inform you that your request for funding in the amount of [amount] has been approved. After thorough review and consideration, we believe that your project, [Project Name], aligns well with our objectives and will contribute significantly to [mention impact or goal]. The details of the funding are as follows:

- Amount Approved: [amount]
- Funding Period: [start date] to [end date]
- Purpose of Funding: [specific purpose or project description]

Please adhere to the guidelines outlined in the attached funding agreement, and ensure that all reports and documentation are submitted as scheduled. Should you have any questions or require further assistance, please feel free to reach out to us at [contact information].

Congratulations on this achievement! We are looking forward to seeing the positive outcomes of your project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Attachments: Funding Agreement]