

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Partnership

We are pleased to inform you that your proposal for a partnership with [Your Company Name] has been approved. After careful consideration, we believe that this collaboration aligns with our goals and values.

The terms of our partnership include:

1. [Term 1]

2. [Term 2]

3. [Term 3]

We look forward to working together to achieve mutual success and will set up a meeting soon to discuss the next steps.

Thank you for your initiative and enthusiasm.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]