

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Project Approval - [Project Title]

We are pleased to inform you that your project proposal titled "[Project Title]" has been reviewed and officially approved by [Approving Authority/Committee Name].

Project Details:

- **Project Title:** [Project Title]

- **Project Duration:** [Start Date] to [End Date]

- **Project Budget:** [Budget Amount]

- **Project Objective:** [Brief Description of Project Objective]

We appreciate the effort and detail you put into your proposal and are excited about the potential impact of your project. Please proceed with the necessary preparations to begin work on this project as outlined in your proposal.

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

Congratulations and best wishes for a successful implementation!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Your Email Address]

[Enclosures: if any]