

[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 Proposal [Proposal Title]

We are pleased to inform you that your proposal titled "[Proposal Title]" has been reviewed and approved by [Approving Authority/Committee Name]. We believe that your project aligns well with our organizational goals and objectives.

The approved funding amount is [specified amount], and we request that you proceed with the implementation of the proposal as outlined. Please ensure adherence to the proposed timeline and budget.

We look forward to seeing the positive impact of your work and will provide support as necessary throughout the project duration. Please do not hesitate to reach out if you have any questions or need further assistance.

Congratulations, and best wishes for your project success!

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]