

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Approval of [Specify the Project/Request]

I am pleased to inform you that your [project/request] submitted on [submission date] has been approved.

[Briefly provide details about the approval, including any relevant terms or conditions.]

We appreciate your hard work and commitment to this [project/request] and look forward to seeing the successful implementation of your ideas.

If you have any questions or require further assistance, please feel free to reach out.

Thank you, and congratulations once again!

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]