

[Your Company's Letterhead]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]

Dear [Recipient's Name],

Subject: Approval of [Project/Proposal/Request]

I am pleased to inform you that your [project/proposal/request], titled "[Title of the Project/Proposal]," has been formally approved.

[Briefly describe the project/proposal, including any important details or conditions of the approval.]

We appreciate your efforts and dedication in presenting this proposal and are looking forward to its successful implementation. Please feel free to reach out for any further clarification or additional support needed during the process.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]