

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

Dear [Recipient Name],

Subject: Approval Letter

We are pleased to inform you that your request for [specific request or proposal] has been approved.

Details of the approval are as follows:

- [Detail 1]

- [Detail 2]

- [Detail 3]

We appreciate your efforts in [mention any relevant efforts by the recipient]. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]