

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of [Specify the request or proposal]

We are pleased to inform you that your request for [specific details about the request] has been approved. After a thorough review, we have determined that it aligns with our objectives and standards.

[Optional: Briefly include any further details, conditions, or next steps related to the approval.]

Thank you for your initiative and for your contributions. We look forward to seeing the positive outcomes of this approval.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]

[Optional: Company Logo]