

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Written Approval for [Specify Purpose]

I am writing to formally provide my approval for [describe the purpose or project that requires approval]. After reviewing the details and considering the implications, I am confident that this course of action is in the best interest of [explain briefly why you are approving it]. Please proceed with [specific actions required] as outlined in the proposal. I trust that all necessary steps will be taken to ensure successful implementation.

If you have any questions or require further details, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position] (if applicable)