

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Proposal [Proposal Title/Number]

I am pleased to inform you that your proposal titled "[Proposal Title]" has been approved. After careful review, we believe that the objectives outlined in your proposal align with our strategic goals and will contribute positively to [specific outcome or project].

We appreciate the effort you put into your proposal and are enthusiastic about moving forward. The next steps are as follows:

1. [Next Steps/Actions Required]
2. [Timeline for Implementation]
3. [Contact Person for Questions]

Once again, congratulations on the approval of your proposal. We look forward to seeing your project come to fruition and are here to support you throughout the process.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]