

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Initiative Proposal: [Title of Initiative]

We are pleased to inform you that after careful consideration, your proposal titled "[Title of Initiative]" has been approved.

This initiative, aimed at [briefly describe the purpose or goal of the initiative], aligns with our organization's vision and objectives. We believe it will [describe potential positive impact/outcome of the initiative].

You are authorized to proceed with the planning and implementation phases as outlined in your proposal. Please ensure to keep us updated on progress and any challenges you may encounter.

Thank you for your initiative in seeking ways to enhance our operations and contribute to our success.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Contact Information]