

# Approval Letter

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that your attendance at the upcoming Student Wellness Workshop has been approved. This workshop is designed to enhance your understanding of wellness practices and support your overall well-being.

## Workshop Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please report to [Insert Location] at least 15 minutes prior to the start time. We encourage you to take full advantage of this opportunity to learn and engage with your peers.

If you have any questions regarding this workshop or your attendance, please feel free to contact me.

Best regards,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]