

# Agency Service Approval Letter

**Date:** [Insert Date]

**To:** [Agency Name]

**Address:** [Agency Address]

Dear [Agency Contact Name],

We are pleased to inform you that your application for the provision of agency services has been approved. After careful consideration of your proposal, we believe that your agency is well-suited to meet our needs.

The terms of our agreement are as follows:

- Service Start Date: [Insert Start Date]
- Duration of Agreement: [Insert Duration]
- Compensation: [Insert Compensation Details]

Please confirm your acceptance of this approval by signing and returning the enclosed copy of this letter by [Insert Deadline Date].

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]