

Approval Letter for Outsourcing Service

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you that your proposal for outsourcing services has been approved by [Your Company Name]. After careful consideration, we believe that your expertise in [specific service area] aligns perfectly with our business needs.

We look forward to commencing our partnership and are confident that this collaboration will yield positive outcomes for both parties.

Please feel free to reach out should you have any questions or require further information.

Thank you for your commitment to excellence.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]