

# Approval Letter

Date: [Insert Date]

To,

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

We are pleased to inform you that your proposal for providing [specific services] has been reviewed and approved by our selection committee. Your expertise and experience in [mention relevant field or project] has made a significant impression on us.

This approval is effective from [start date] and we expect all services to be rendered in accordance with the agreed terms outlined in your proposal.

Should you have any questions or require further clarification, please do not hesitate to contact me directly at [your phone number] or [your email address].

We look forward to a successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]