

Approval Letter for Factory Subcontract Partnership

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your proposal for a subcontract partnership with [Your Company Name] has been approved. After careful consideration, we believe that this partnership will be mutually beneficial and enhance our production capabilities.

The key terms of our agreement are as follows:

- Scope of Work: [Brief description of work]
- Duration: [Start Date] to [End Date]
- Payment Terms: [Payment details]

Please review the attached contract for additional details and sign it at your earliest convenience. We look forward to a successful collaboration.

Thank you for your commitment and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]