

Approval Letter for Hiring Design Firm

Date: [Insert Date]

To: [Design Firm Name]

Address: [Design Firm Address]

Dear [Design Firm Contact Name],

We are pleased to inform you that your proposal for design services has been approved. After a thorough evaluation of your credentials and understanding of our project requirements, we believe that your firm is well-suited to fulfill our needs.

The terms of the contract will encompass the following:

- Project Scope: [Brief description of services]
- Contract Duration: [Start date] to [End date]
- Budget: [Contract amount]

We expect to begin this collaboration on [Start Date]. Please sign and return the attached contract by [Response Deadline] to confirm your acceptance.

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]