

Approval Letter

Date: [Insert Date]

To: [Baker's Name]
[Baker's Address]
[City, State, Zip Code]

Dear [Baker's Name],

We are pleased to inform you that your proposal to cater the upcoming community gathering on [Event Date] has been approved. Your delicious baked goods are highly anticipated by our community members.

The event will take place at [Event Location] from [Start Time] to [End Time]. We look forward to your specialty items, including [specific items, if applicable], to delight our attendees.

Please confirm your availability and any additional requirements you may have for the event. We are excited to partner with you for this gathering and appreciate your contribution to our community.

Thank you for your enthusiasm and cooperation.

Sincerely,
[Your Name]
[Your Title/Position]
[Organization Name]
[Contact Information]