

Approval Letter

Date: **[Insert Date]**

To: **[Gardener's Name]**

Address: **[Gardener's Address]**

Dear [Gardener's Name],

We are pleased to inform you that your proposal for horticultural maintenance work has been approved. We appreciate your dedication and expertise in enhancing our landscape.

The scope of work includes:

- Regular lawn maintenance
- Pruning of shrubs and trees
- Planting seasonal flowers
- Pest control measures

The agreed start date for the work is **[Start Date]**, and it is expected to conclude by **[End Date]**. Please confirm your availability and any requirements you may have to initiate the work.

We look forward to seeing the improvements and working with you.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]