

# Approval Letter for Interior Designer's Services

Date: [Insert Date]

To: [Colleague's Name]

From: [Your Name]

Subject: Approval of Interior Designer's Services

Dear [Colleague's Name],

I am writing to formally approve the engagement of [Interior Designer's Name] for our upcoming project. After reviewing their portfolio and discussing our needs, I believe their expertise will significantly enhance our vision.

As discussed, the services will include:

- Concept Development
- Space Planning
- Material Selection
- Project Management

The agreed-upon budget for these services is [Insert Budget Amount]. Please proceed to initiate the contract process with [Interior Designer's Name] at your earliest convenience.

Thank you for your diligence in this matter. Should you have any questions or need further assistance, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]