

Approval Letter for Local Government Services

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Local Government Office]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for [describe the services requested, e.g., local community development services] has been approved. After careful consideration, we believe that your proposal aligns with our goals for community improvement and development.

The details of the approved services are as follows:

- Service 1: [Description]
- Service 2: [Description]
- Service 3: [Description]

Please ensure that all activities adhere to the guidelines set forth in our agreement. We appreciate your commitment to serving the community and look forward to seeing the positive impact of your work.

If you have any questions or require further information, please do not hesitate to contact us at [phone number] or [email address].

Thank you for your service to the community.

Sincerely,

[Your Name]

[Your Title]

[Local Government Office]

[Contact Information]