

# Electronic Device Usage Approval

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Dear [Recipient's Name],

We are pleased to inform you that your request for the usage of [specific electronic device] for [purpose of usage] has been approved. Please adhere to the following guidelines while using the device:

- Ensure the device is maintained in good working condition.
- Follow all [Company/Organization] policies regarding electronic device usage.
- Report any issues or malfunctions to the IT department immediately.

This approval is valid from [start date] to [end date]. Please acknowledge the receipt of this letter and confirm your understanding of the guidelines stated above.

Thank you for your attention. Should you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Contact Information]