

Approval for Distribution of Promotional Materials

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval for Distributing Promotional Materials

Dear [Recipient's Name],

I am pleased to inform you that your request to distribute promotional materials to our team members has been approved. The materials will help in reinforcing our brand message and increasing awareness of our upcoming initiatives.

Please ensure that the distribution is conducted in a manner that aligns with our company's guidelines and values. We suggest that you distribute these materials during our next team meeting scheduled for [Insert Date].

Should you require any further assistance or additional materials, feel free to reach out.

Thank you for your initiative in promoting our goals!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]