

Variation Approval Letter

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally approve the variation request for the design changes submitted on [Insert Submission Date]. After careful consideration, we have reviewed the proposed adjustments and are pleased to inform you that we agree with the modifications outlined.

Details of the approved variation are as follows:

- **Project Name:** [Insert Project Name]
- **Variation Description:** [Insert Description]
- **Reason for Variation:** [Insert Reason]
- **Impact on Timeline:** [Insert Impact]
- **Cost Implications:** [Insert Cost Implications]

Please ensure that the necessary adjustments are implemented in accordance with this approval. If you have any further questions or need additional clarification, feel free to reach out to us.

Thank you for your attention to this matter, and we look forward to the successful completion of the project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]