

Assistance Approval Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that your application for assistance from [Agency Name] has been approved. After reviewing your application and supporting documents, we have determined that you qualify for the following services:

- [Type of Assistance 1]
- [Type of Assistance 2]
- [Type of Assistance 3]

Please be aware of the following next steps:

1. Contact us at [Phone Number] to schedule an appointment.
2. Bring any required documentation to your appointment.
3. Review the enclosed terms and conditions of assistance.

If you have any questions or require further information, please do not hesitate to reach out to our office.

Thank you for your commitment to improving your situation. We look forward to assisting you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Email]