

Approval Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your proposal for [Project/Initiative Name] has been approved. We appreciate your efforts and the details you provided.

Please follow the directions below for signature and further processing:

1. Review the attached document.
2. Sign where indicated on page [X].
3. Return the signed document to [Return Method: email/mail].
4. If you have any questions, contact [Contact Person Name] at [Contact Email/Phone].

We look forward to your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]