

# Approval of Policy Enhancement Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]

Dear [Recipient Name],

After careful consideration of the policy enhancement request submitted on [insert submission date], we are pleased to inform you that your request has been approved. The proposed changes will be implemented effective [insert implementation date].

The enhancements aim to [briefly describe the purpose or benefit of the enhancements]. We appreciate your efforts in identifying opportunities for improvement and are confident that these changes will have a positive impact.

If you have any questions or require further assistance, please feel free to reach out.

Thank you for your dedication to our organization.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]