

Urgent Procedure Approval Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Urgent Procedure Approval

Dear [Recipient's Name],

This letter serves to confirm the approval of the urgent procedure requested on [Insert Request Date]. After careful consideration, we are proceeding with the following:

- **Procedure Name:** [Insert Procedure Name]
- **Scheduled Date:** [Insert Scheduled Date]
- **Location:** [Insert Location]
- **Responsible Team:** [Insert Team Name]

Please ensure that all necessary preparations are in place ahead of the scheduled date. If you have any questions or require further assistance, do not hesitate to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]