

Letter of Approval

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Institution Name]
[Address]

Dear [Recipient's Name],

We are pleased to inform you that your application for the international educational opportunity at [Program Name, e.g., "XYZ University"] has been approved. We believe that this experience will greatly enhance your academic and professional growth.

Details of the opportunity are as follows:

- Program: [Program Name]
- Duration: [Start Date] to [End Date]
- Location: [City, Country]
- Funding: [Detail funding or support, if applicable]

Please ensure that all preparatory steps are taken prior to your departure, including [list any responsibilities or requirements].

If you have any questions, please feel free to reach out via email at [Your Email] or contact me at [Your Phone Number].

Congratulations once again, and we wish you the best on this exciting opportunity.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]