

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Service Request Approval

Dear [Recipient Name],

I am writing to formally approve the service request submitted on [Request Date] regarding [Brief Description of Service]. After reviewing the proposal and associated costs, I am pleased to confirm that we are moving forward with this request.

Please proceed with the next steps and keep me informed of the progress. If you require any additional information or documentation, do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to the successful implementation of the services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]