

# Preliminary Design Approval

Date: [Insert Date]

To: [Contractor's Name]  
[Contractor's Address]  
[City, State, Zip Code]

Dear [Contractor's Name],

We are pleased to inform you that your preliminary design submitted on [Insert Submission Date] for [Project Name] has been reviewed and approved subject to the following conditions:

- [Condition 1]
- [Condition 2]
- [Condition 3]

Please ensure that all stipulated conditions are incorporated into the final design submission. We anticipate the final designs by [Insert Deadline for Final Submission].

Thank you for your attention to these details. We look forward to your continued cooperation and successful completion of this project.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Contact Information]