

# Approval Letter for Project Change Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval of Project Change Request

Dear [Recipient's Name],

After careful consideration of the submitted project change request regarding [brief description of the project and change], I am pleased to inform you that your request has been approved.

The details of the approved changes are as follows:

- **Change Description:** [Insert description]
- **Impact on Timeline:** [Insert impact]
- **Impact on Budget:** [Insert impact]

Please ensure that the necessary adjustments are implemented as soon as possible. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your continued commitment to the project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]