

# Approval Letter for Translation Services

Date: [Insert Date]

From: [Your Name]  
[Your Position]  
[Your Company]  
[Your Address]

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your proposal for translation services has been approved. We have reviewed your credentials and are confident in your ability to deliver the required services.

The approved terms are as follows:

- Services Offered: [List of Services]
- Project Timeline: [Insert Timeline]
- Compensation: [Insert Payment Terms]

We look forward to working with you and achieving successful outcomes for our projects. Please confirm your acceptance of this approval by signing and returning a copy of this letter.

Best regards,

[Your Signature]  
[Your Name]  
[Your Position]  
[Your Company]