

# Approval Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to inform you that your appointment as the Technical Advisor for [Project/Department Name] has been officially approved. Your extensive experience and knowledge in the field make you an ideal candidate for this role.

As Technical Advisor, you will be expected to provide guidance on technical matters, support the project team, and contribute to the strategic direction of [Project/Department Name]. Your appointment will be effective from [Start Date] and will continue until [End Date, if applicable].

Please confirm your acceptance of this position by signing and returning the attached copy of this letter.

We look forward to your contributions and are excited to have you on board.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]