

# Approval Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally approve your request for the onboard hospitality invitation to [Event/Occasion] scheduled on [Date]. We believe this event will foster positive relationships and showcase our commitment to hospitality.

Kindly proceed with the necessary arrangements and provide any updates as the event date approaches.

Thank you for your efforts in ensuring a successful occasion.

Best Regards,  
[Your Name]  
[Your Position]  
[Your Company]