**APPROVAL LETTER**

**Date:** July 22, 20XX

Dave Abraham

Project head

XYZ company

123, main street

San Francisco, LA, 94016

Mr. Michael Jones

General manager

**[XYZ company]**

**Subject:** **Letter for Approval of Project Gelfix**

Dear sir,

I am writing this letter for your approval for our new project Gelfix, which is to begin on August 22, 20XX. We have already discussed this project in our last board meeting, and it is one of the most profitable projects with more than 37% return on investment within the period of only 5 years.

This project will cater to the whole of Los Angeles without any competitors. This project, which will run on $200,000, will yield more than 5% interest. So, this project will be beneficial for the long-term goals of the company.

My team and I have invested a great deal of time and energy in this project, and I am waiting eagerly for your response. I will appreciate your response within a week as it is a time-bound project. Thank you for your time.

Sincerely,

**[Signature]**

Dave Abraham