**APPROVAL LETTER**

**[Todays Date]**

Gracy Malton

Project engineer

Rayfield group of companies

456, main road

Reedsport, New York 10290

Mr. Nicholas Charles

General manager

**Subject:** Letter for Approval of Solar Power Proposal

Dear Mr. Charles,

I am writing this letter to approve the solar power proposal which I have discussed with you in our last meeting on September 11 as I proposed in that meeting, the transition of the Rayfield companies into using solar energy for all its offices and plants.

According to the research, the installation of Solar plants will cut our power costs by up to 40 percent. While installation may cost us $1,75,000, it will increase our returns by more than 50 percent within five months of the installation. The research report is attached herewith for your consideration.

Thank you for your time, and I am looking forward to hearing from you on this proposal.

Sincerely,

**[Signature]**

Gracy Malton

Project engineer

**[Phone]**

**[Mail]**