**APPROVAL LETTER**

**[Today’s date]**

Ray Emerson

Emerson’s builders & constructions

Mr. Jacob Samuel

Malta associates

ABC, New York

**Subject**:Letter for Approval of the Completed Project

Dear sir,

We are writing this request letter for your approval of our completed project for Malta associates. Our project is complete as per your requirements, and if you confirm it, we will be doing the final work immediately.

We know you want this project complete for delivery by the end of this month, so I would appreciate it if you go through the work and give your approval within one day. Thank you for your time and consideration. We are eagerly waiting for your response.

Sincerely,

**[Signature]**

Ray Emerson

Emerson’s builders & constructions

**[Phone Number]**

**[E-mail Address]**