**APPROVAL LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Name of Recipient],**

Bottom of Form

Greetings! This letter is in regard to your kind approval of my request for **[mention the reason of the request]** through the **[letter number]** dated **[mention the date].** It gives me immense pleasure that you could devote enough time to your busy schedule and personal and professional commitments and work on my request. I had been working hard on this **[details of the request]** for two months and it has got approved now.

I ensure that the execution of **[details of request]** will be as per valid terms and conditions and there will not be any objection by any authority regarding the same. I have enclosed the complete information regarding **[name of request]** for your future reference.

I am confident that this request will successfully adhere to the next stages of approval after your consideration on this matter.

In case you wish to make any further amendments to the request, please feel free to contact me over the phone at XXXX or email me at XXXX. I can also meet in person at your **[name of office]** for face-to-face discussions if needed. Thank you for your time and consideration.

Regards,

**[Signature]**

**[Name of Sender]**

**[Email]**

**[Phone Number]**