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| Letter of Approval for Work Project Sample |

**Dear Mr. Arnold,**

We would like to thank you for your homeless shelter project proposal. After a careful analysis, we have decided to grant you permission to begin work, effective December 03, 2013.

Prior to starting interior renovation of the building, please arrange a meeting at Council headquarters by November 25, so we can go over some specifics with you. You can contact us on 303-555-0192 during working hours to do so.

We believe that this is a valuable charitable endeavor that will significantly improve the associated problems of vagrancy along the lower east side. Thanks again for the proposal and we looking forward to working with you.

**Sincerely**

**Chris M. Coleman  
Department of Business**