To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Project Approval Letter**

Dear Mr./Mrs. [name of Recipient],

This is to inform you that your proposal for the project of [mention Project name] has been approved by the directors at the Board meeting held on [mention date of meeting]. We trust your abilities and hence we hope that this project will play a vital role in the overall growth and development of the organization.

In your proposal you stated that the estimated time to complete this project will be one year. As the management has duly approved this project, we wish you good luck and hope that you will keep us regularly updated regarding the progress of the project and the project will be finished without any delays.

Best Regards,

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]