

[Sender Name]  
[Sender Title]  
[Organization Name]  
[Date]

[Recipient Name]  
[Recipient Address]

**Subject: Notice of Approval and Official Declaration**

Dear [Recipient Name],

I am writing to formally notify you that your application for [Project/Request Name], submitted on [Submission Date], has been officially approved.

**Declaration of Approval:**

By means of this letter, we hereby declare that all submitted documentation meets the required standards and criteria. This approval is effective as of [Effective Date] and is subject to the following terms:

- [Condition 1]
- [Condition 2]

Please find the attached documents regarding the next steps in this process. You are required to [Action Item] by [Deadline Date].

If you have any questions regarding this declaration, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Sender Printed Name]  
[Organization Name]