

To: [Name of Concerned Department/Person]
From: The Audit Committee
Date: [Date]

Subject: Approval of Related Party Transaction - [Transaction Reference Number/Name]

Dear [Name],

This letter serves as formal notification that the Audit Committee has reviewed the proposed Related Party Transaction (RPT) between [Name of Company] and [Name of Related Party].

The Committee evaluated the transaction based on the following criteria:

- The business purpose and commercial reasonableness of the transaction.
- Verification that the terms are at arm's length and consistent with market standards.
- The potential impact on the company's financial statements and internal controls.
- Compliance with the Company's RPT Policy and applicable regulatory requirements.

After thorough deliberation during the meeting held on [Date of Meeting], the Audit Committee has determined that the transaction is in the best interest of the company and its shareholders.

Approval Status: APPROVED

Conditions of Approval (if any):

[Insert specific conditions or "None"]

The management is hereby authorized to proceed with the execution of this transaction, ensuring that all necessary disclosures are made in the upcoming periodic financial reports as required by law.

Sincerely,

[Name of Chairperson]
Chairperson, Audit Committee
[Company Name]