

APPROVAL LETTER

Included:

Introduction

Approval letter Tips

Sample Approval letter

Approval letter Template

Introduction

Approval letters are generally written in a professional environment in which an employee is granted approval on his request. Through this letter, an employee gets the approval for which he has submitted his application either requesting a leave, or for any other personal or professional reason. In a corporate world it is very much essential to take the approval from senior authorities in written as the documents needs to be submitted to the HR department to update employee record.

Approval letter Tips

Few tips should be considered for writing an approval letter:

- First and foremost it is vital to be professional while writing an approval letter.
- You must mention in your letter that employee has to submit relevant documents to support his leave request or any other request.
- Tone of the letter should be formal.
- Letter should be brief and concise.
- Once you are through writing the letter, please recheck the same for amendments, if needed.

Sample Approval letter

To,

Mr. Enid Taylor

Accounts Manager

ABPL Inc.

California

Date: (Date on which letter is written)

From,

George Mathew

Head (Accounts)

ABPL Inc.

Sub: Approval letter

Dear Mr. Taylor,

This is to inform you that the home loan which you have applied for \$50000 has been approved by the management, rate of interest being 4% to be paid quarterly. I hope that this approval has solved most of your tension and you can now easily plan your budget accordingly. I would appreciate if you could come to my office and do all the legal formalities.

Having your own home is a dream of every individual and I am glad to know that you have taken a step to convert your dream into reality and wish you all the best for the same.

I am enclosing a disclosure form with this letter mentioning our terms and conditions. Please go through the same. If you have any query regarding the same, please feel free to contact me or come to my office personally.

Good Luck.

Yours Truly'

George Mathew

Approval letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear Mr. _____ (Name of the person),

I, hereby, would like to inform you that management has approved the application of your _____ (reason) for _____ (amount). The rate of Interest for the same is _____ to be paid _____ (time period). Please come to my office to do all the legal formalities.

I am also enclosing documents mentioning our terms and conditions with this letter. Please go through the same and if you have any doubts regarding that, please feel free to call me or meet me personally.

Good Luck,

Yours truly'

(_____)

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org