Sample Special Request Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Requester's Name]

[Requester's Address]

[City, State, ZIP Code]

Dear [Requester's Name],

Subject: Special Request Approval

I am writing to inform you that your special request for [Nature of Request] has been approved. We recognize the unique circumstances and value your proactive communication in seeking this exception.

Please review the attached special request approval details, including any terms, conditions, or additional instructions. If you have any questions or need further clarification, please do not hesitate to contact our department.

We appreciate your commitment and look forward to addressing your needs.

Best regards,

[Your Name]

[Your Title]