Sample Product Sample Request Approval Letter

[Your Name]

[Your Title]

[Product Management Department Name]

[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: Product Sample Request Approval

I am pleased to inform you that your request for [Product Name] samples has been approved. Your interest in evaluating our products is greatly appreciated.

Please review the attached product sample approval details, including the quantity, delivery schedule, and any specific instructions. If you have any questions or need further information, please contact our product management department.

We hope you find our products to be of high quality and look forward to your feedback.

Best regards,

[Your Name]

[Your Title]