Sample Workshop Material Printing Approval Letter

[Your Name]

[Your Title]

[Event Planning Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Print Services Provider's Name]

[Provider's Address]

[City, State, ZIP Code]

Dear [Print Services Provider's Name],

Subject: Workshop Material Printing Approval

I am pleased to confirm that your services for printing workshop materials for the [Workshop Name] have been approved. Your expertise and quality services align well with our event's needs.

Please review the attached workshop material printing approval details, including print specifications, quantity, and delivery arrangements. If you have any questions or need further information, please contact our event planning department.

We look forward to receiving high-quality printed materials for our upcoming workshop.

Best regards,

[Your Name]

[Your Title]