Sample Building Renovation Approval Letter

[Your Name]

[Your Title]

[Facilities Management Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Project Manager's Name]

[Project Manager's Address]

[City, State, ZIP Code]

Dear [Project Manager's Name],

Subject: Building Renovation Approval

I am pleased to confirm that your proposed building renovation project for [Building/Space Name] has been approved. Your expertise and commitment to improving our facilities are commendable. Please review the attached building renovation approval details, including project scope, timeline, and any necessary coordination. If you have any questions or need further information, please contact our facilities management department.

We anticipate a successful renovation project that enhances our workspace and environment.

Best regards,

[Your Name]

[Your Title]