

Contract Approval Letter

Subject: Contract Approval - [Contract Title/Reference Number]

Dear [Recipient Name],

I am writing to confirm that the contract titled "[Contract Name]" between [Party A] and [Party B] has been reviewed and approved by our legal and management teams.

The approved terms include:

- Contract Duration: [period]
- Contract Value: [amount]
- Key Deliverables: [summary]
- Payment Terms: [details]

All parties may now proceed with signing the final version of the agreement. Please ensure that all authorized signatories execute the document by [deadline date].

Once fully executed, please forward copies to:

- Legal Department
- Finance Department
- [Other relevant departments]

This approval is contingent upon no material changes being made to the reviewed version dated [date]. Any modifications require resubmission for approval.

Best regards,

[Your Name]

[Your Title]

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