

Formal signed approval letter

Subject: Payment Approval Notification

Dear [Recipient Name],

We are pleased to confirm the approval of your payment request for Invoice No. [Invoice Number].

The payment amount of [Amount] will be disbursed on [Date].

Please ensure acknowledgment by signing and returning this letter if required for audit purposes.

Thank you for your prompt submission and cooperation.

Sincerely,

[Authorized Signatory Name]

[Position]

[Company Name]

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