

April 2, 2017

Dear Mr. [Name]:

RE: [Subject]

Reference is made to your letter of [Date] regarding [Subject].

In response to your letter, I am pleased to advise you that [Subject] has been approved.

The [Subject] will be effective on [Date]. Please contact [Name] at [Phone Number] if you have any questions.

Sincerely,
[Signature]

[Name]

Very truly yours,
[Signature]

[Name]

[Name]

[Name]