

Professional Approval for Purchase Request

Subject: Approval of Purchase Request

Dear [Recipient Name],

We are pleased to inform you that your request for the purchase of [Item/Service] has been approved. You may proceed with the procurement as per the specifications outlined in your submission.

Please ensure that all purchase orders and invoices are forwarded to the accounts department for processing. We appreciate your diligence in following the proper procedures.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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