Conditional Approval Pending Verification

Subject: Provisional Approval for Purchase

Dear [Recipient Name],

We acknowledge your request for purchasing [Item/Service]. This approval is provisional and subject to confirmation of budget allocation and supplier verification. A final approval will be issued within [Timeframe].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Company Name]

Get more templates here: https://www.lettersandtemplates.com/letters/approval-letter-for-purchase