

IT Project Authorization

Subject: Tech Project Green Light - [System/Software Name]

Dear [Vendor/Team Lead],

After thorough evaluation by our IT committee and security review, we're approving your proposal for implementing [Technology/System Name].

Your solution addresses our scalability concerns while maintaining security standards and staying within budget. The phased rollout approach minimizes disruption to current operations, which was a key requirement.

Approval includes:

- Software licensing for [Number] users
- Installation and configuration services
- Training for [Number] staff members
- Six months technical support

Please coordinate with our IT director, [Name], for system access and scheduling. We'd like to begin the first phase on [Date] with full deployment completed by [Date].

Security protocols and user access management should follow our existing IT policies as discussed. Regular progress updates will be required throughout implementation.

Excited to see this system in action!

Regards,

[Your Name]

[Title]

[Company]

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