**APPROVAL LETTER**

**REF:** {{ reference\_number }}  **DATE:** {{ today\_date }}

**{{ applicant\_fullname }}**

**{{ applicant\_address }}**

**DEAR** {{ salutation }}

**YOUR APPLICATION FOR A {{ application\_type }} SUBTYPE: REGULAR PROCESS**

You are hereby informed that your application for a {{ application\_type }} has been approved. The {{ application\_type }} certificate, number {{ permit\_number }}, is available for collection at the {{ officer\_location }} Immigration Office.

Thank you for consideration

Sincerely,

Immigration officer: {{ officer\_fullname }}  
Designation: {{ position }}  
Contact Number: {{ officer\_contact\_information }}