Human Approval Note Example

Completed fictional example | Version 1.0.0

All people, organizations, records and responses on this page are fictional. Use this example to understand the fields; it is not evidence of a real approval or result.

1 Item and request owner

Item: Cedar Studio homepage introduction. Request owner: Noah Ellis, the freelance designer coordinating the handoff.

2 Version and approval scope

Requested version: homepage-intro-v1.2.docx. Scope: the introduction text on the homepage only. No approval is requested for the pricing page or paid advertising.

3 Authorized approver

Approver: Leila Chen, the fictional business owner. Authority basis: the project scope names Leila as the person who can approve public copy.

4 Request details

Request sent 20 October 2026 by email in this fictional scenario. Reference: Approval thread H-014, attached version 1.2.

5 Actual response

Leila replied on 21 October: Use version 1.2 on the homepage after removing the sentence about same-day delivery. This is a fictional response, not a real person's consent.

6 Approval state

Approval state: Pending for the revised file. Work status: Edit prepared, publication held. The conditional reply is preserved, but version 1.3 has not yet received a confirming response.

7 Version review and next action

The delivery sentence was removed and the file became version 1.3. Next action: send version 1.3 for the required confirming response; retain the earlier reply against version 1.2. Silence does not authorize publication.