

Project Assignment Acknowledgment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I hereby acknowledge the assignment of the project titled "[**Project Title**]". I understand the scope and objectives of this project as outlined in the project brief.

I am committed to ensuring the successful execution of this project and will adhere to the timeline and deliverables as discussed.

Thank you for entrusting me with this responsibility. I look forward to collaborating with you and the team.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]