

# Project Task Allocation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Task Allocation for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the allocation of tasks for the [Project Name] project, as discussed in our recent meeting. Below are the assigned tasks and their respective deadlines:

- **Task 1:** [Description of Task 1] - Due by [Due Date]
- **Task 2:** [Description of Task 2] - Due by [Due Date]
- **Task 3:** [Description of Task 3] - Due by [Due Date]

Please ensure that you adhere to these deadlines and communicate any challenges you may encounter as early as possible. Your cooperation is crucial for the success of this project.

Thank you for your commitment to this project. If you have any questions or need further clarification, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]