

Project Task Confirmation

Date: [Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Project Task Assignment

Dear [Recipient's Name],

I am writing to confirm the assignment of the following project task:

- **Task Title:** [Task Title]
- **Project Name:** [Project Name]
- **Due Date:** [Due Date]
- **Description:** [Brief description of the task]

Please ensure that all requirements are met and let me know if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]