

Client Project Kickoff Agreement

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Project Kickoff Agreement

Dear [Client's Name],

We are excited to kickoff the [Project Name] project as agreed upon in our previous discussions. This letter serves as a formal agreement between [Your Company Name] and [Client's Name] outlining the project details, expectations, and deliverables.

Project Overview

[Brief description of the project goals and scope]

Project Timeline

Start Date: [Insert Start Date]

Expected Completion Date: [Insert Completion Date]

Responsibilities

- [Your Company Name] will be responsible for [list responsibilities]
- [Client's Name] will be responsible for [list responsibilities]

Communication Plan

Weekly meetings will be held every [day of the week] at [time]. Additional updates will be provided via [methods of communication].

Acceptance

Please sign below to acknowledge your agreement with the terms outlined in this letter.

[Client's Name]

[Title]

[Date]

We look forward to a successful partnership and an outstanding project outcome!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Email]

[Phone Number]