

Project Commencement Confirmation

Date: [Insert Date]

[Client's Name]
[Client's Company]
[Client's Address]

Dear [Client's Name],

We are pleased to inform you that we are ready to commence the [Project Name] project as per our previous discussions. We appreciate the opportunity to work with you and are committed to delivering high-quality results.

Project Details:

- **Project Start Date:** [Insert Start Date]
- **Estimated Completion Date:** [Insert Completion Date]
- **Project Manager:** [Insert Project Manager's Name]

We will ensure that all milestones are met as scheduled. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your trust in us. We look forward to a successful collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]