

Project Initiation Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We are excited to formally initiate our project, [Project Name], with you. Below are the key details regarding the project:

Project Overview

[Brief description of the project and its objectives]

Project Timeline

Start Date: [Start Date]

End Date: [End Date]

Key Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Project Team

Project Manager: [Project Manager's Name]

Team Members: [List of team members]

Next Steps

We will schedule a kickoff meeting on [Date] to discuss the project in detail and outline our action plan.

We appreciate your partnership and look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]