

Project Schedule and Client Responsibilities

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email]

[Phone Number]

Date: [Insert Date]

To:

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to provide you with the schedule for the [Project Name]. Below are the key phases, milestones, and corresponding deadlines:

Project Schedule

- Phase 1: [Description] - Due Date: [Insert Date]
- Phase 2: [Description] - Due Date: [Insert Date]
- Phase 3: [Description] - Due Date: [Insert Date]
- Final Review: [Description] - Due Date: [Insert Date]

Client Responsibilities

1. Provide necessary documentation by [Insert Date].
2. Confirm design specifications by [Insert Date].
3. Complete feedback on deliverables within [Number of Days] days.
4. Arrange meetings as required for project updates.

We believe that clear communication and collaboration will be vital to the success of this project. Please feel free to reach out if you have any questions or require further clarification regarding your responsibilities.

Thank you for your cooperation, and we look forward to a successful project.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]