

Assignment of Duties for Project Collaboration

Date: [Insert Date]

From: [Your Name]

To: [Collaborator's Name]

Subject: Assignment of Duties for [Project Name]

Dear [Collaborator's Name],

I hope this message finds you well. As we move forward with our collaboration on the [Project Name], I would like to outline the specific duties and responsibilities that each of us will undertake to ensure the success of the project.

Assigned Duties:

- **[Your Name]:** [Describe your responsibilities]
- **[Collaborator's Name]:** [Describe collaborator's responsibilities]

Please review the assigned duties and let me know if you have any questions or suggestions. I look forward to our collaboration and am confident that we will achieve great results together.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]