

Project Initiation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Initiation - [Project Name]

Dear [Recipient's Name],

We are pleased to announce the initiation of the project titled "[Project Name]." This project aims to [briefly describe the purpose of the project].

The project is expected to commence on [start date] and is projected to be completed by [end date]. The project team will include [list key team members].

We will be holding a kickoff meeting on [date and time] to discuss the project details, roles, and responsibilities. Please ensure your availability, as your input will be invaluable to our success.

Should you have any questions or require further information, feel free to reach out.

Thank you for your support as we embark on this exciting project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]