

# Confirmation of Joint Tech Research Project

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

Dear [Recipient's Name],

We are pleased to confirm our joint commitment to the technology research project titled "[Project Title]." Our collaboration aims to explore [Brief Description of Project Goals].

As discussed, the main objectives of the project include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

The proposed timeline for the project is as follows:

- Phase 1: [Timeline]
- Phase 2: [Timeline]
- Phase 3: [Timeline]

Please confirm your acceptance of this proposal by signing below and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

Agreed and Accepted:

---

[Recipient's Name]  
[Recipient's Title]  
[Date]