

# Project Activation Letter

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally activate our project titled "[Project Name]" as discussed. I am excited to start working on this project and look forward to delivering exceptional results.

As per our agreement, the project timeline will be as follows:

- Project Start Date: [Insert Start Date]
- Milestone 1: [Description & Date]
- Milestone 2: [Description & Date]
- Project Completion Date: [Insert Completion Date]

To initiate the project, I kindly request the initial payment of [Insert Amount], as previously agreed upon. Upon receipt, I will commence work and keep you updated with progress reports.

Thank you for trusting me with this project. If you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]