

Project Requirement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to confirm the requirements for the [Project Title] as discussed in our recent meeting on [Meeting Date]. Below are the key details of the project requirements:

Project Requirements

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]
- [Requirement 4]

We appreciate your collaboration in this endeavor and look forward to successfully executing the project. Please review the above requirements and confirm if they align with your understanding.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]