

Project Kickoff Letter

Date: [Insert Date]

To: [Vendor Team Name]

From: [Your Name] / [Your Position]

Subject: Project Kickoff for [Project Name]

Dear [Vendor Team Name],

We are excited to officially kickoff our project, [Project Name], which aims to [briefly describe project objectives]. This initiative requires close collaboration across our teams and your expertise is invaluable to our success.

Project Overview

- **Project Goals:** [Insert goals]
- **Timeline:** [Insert timeline]
- **Key Milestones:** [Insert milestones]

Roles and Responsibilities

Below are the designated roles for each team:

- **[Your Company Team]:** [Insert roles]
- **[Vendor Team]:** [Insert roles]

Kickoff Meeting

We would like to schedule a kickoff meeting on [insert date and time]. Please confirm your availability. The agenda will include:

- Introduction of team members
- Overview of the project scope
- Discussion of communication channels and tools

Thank you for your collaboration. We look forward to working together to make [Project Name] a success!

Best regards,

[Your Name]
[Your Position]
[Your Company Name]