

Project Initiation Letter

Date: [Insert Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are pleased to inform you that your proposal for the [Project Name] has been accepted. We are looking forward to collaborating with you on this project.

As discussed, the project initiation will commence on [Start Date]. Please ensure that all necessary resources are mobilized by this date. Our project manager, [Project Manager's Name], will be your point of contact throughout the duration of the project.

Attached to this letter are the project details and contractual agreements that need your review and signature. Please return the signed documents by [Response Due Date].

If you have any questions or require further information, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your cooperation. We look forward to a successful partnership!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]