

Project Kick-Off Letter

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Project Kick-Off - [Project Name]

Dear [Subcontractor's Name],

We are pleased to formally kick off the [Project Name] and to welcome you as our subcontractor. We appreciate your commitment to this project, and we look forward to a successful partnership.

The project will commence on [Start Date] and is scheduled for completion by [End Date]. The key objectives and scope of work as discussed are as follows:

- Objective 1: [Description]
- Objective 2: [Description]
- Objective 3: [Description]

Please review the attached project timeline and your responsibilities. We will hold our first project meeting on [Meeting Date] at [Meeting Location/Platform]. This will be an opportunity to discuss the project in detail and address any questions you may have.

Thank you for your collaboration. We are excited to begin this project together.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]