

Project Delegation Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Agency Name: [Agency Name]

Address: [Agency Address]

Dear [Recipient's Name],

We are pleased to inform you that [Your Organization's Name] has decided to delegate the responsibility for the [Project Name] initiative to your team at [Agency Name]. This project aims to [briefly describe project goals and objectives].

The delegation is effective as of [Start Date] and will encompass the following key responsibilities:

- Coordinate community outreach efforts
- Implement program activities as outlined in the project proposal
- Ensure evaluation and reporting mechanisms are in place

We trust that your team's expertise and dedication will significantly contribute to the success of this initiative. Please do not hesitate to reach out to us for any support or resources that may be required.

Thank you for your commitment to our community and for partnering with us on this important project.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]