

# Confirmation Request for Accelerated Project Completion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation regarding the accelerated completion of the [Project Name] project. As discussed in our recent meetings, we are eager to advance the timeline to ensure we meet our strategic goals.

We believe that completing the project sooner will allow us to [insert relevant benefits or reasons for the acceleration]. Your support in expediting the necessary processes will be invaluable.

Please confirm whether you can facilitate this request and if there are any adjustments or additional resources required from our side to achieve this accelerated timeline.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]