

Joint Project Initiation Letter

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Position]

[Recipient Team/Department]

[Recipient Company]

Dear [Recipient Name],

We are excited to announce the initiation of our joint project, [Project Name], aimed at [brief description of project objectives]. This collaboration between [Your Team/Department Name] and [Recipient Team/Department Name] signifies our commitment to leverage our combined expertise to achieve outstanding results.

Project Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We propose a kick-off meeting on [Insert Date] at [Insert Venue/Platform] to discuss the project scope, timelines, and roles. Please confirm your availability or suggest an alternative time.

Looking forward to a successful collaboration!

Best regards,

[Your Name]

[Your Position]

[Your Team/Department]

[Your Company]

[Your Contact Information]