

Project Schedule Confirmation

Dear [Recipient's Name],

We would like to confirm the schedule for the [Project Name]. Below are the details:

Project Timeline

- **Project Start Date:** [Start Date]
- **Phase 1 Completion:** [Date]
- **Phase 2 Completion:** [Date]
- **Final Deliverable Due:** [Due Date]

Key Milestones

1. [Milestone 1] - [Date]
2. [Milestone 2] - [Date]
3. [Milestone 3] - [Date]

Please review the schedule and confirm your availability for the proposed timeline. If there are any conflicts or adjustments needed, feel free to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]