

Project Calendar Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to acknowledge the receipt of the project calendar for the [Project Name]. We appreciate the effort and detailed planning that has gone into creating this calendar, which will serve as a crucial tool for tracking our project's progress and ensuring timely completion.

Please find below the key milestones outlined in the project calendar:

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

We look forward to collaborating closely and achieving our project goals as per the outlined timeline. If you have any further updates or need additional information, please feel free to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]