

Project Deadline Affirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to affirm the deadline for the [Project Name] project. As per our discussions and the project timeline, the final deadline is set for [Insert Deadline Date].

It is crucial that all tasks are completed in accordance with this timeline to ensure a successful outcome. If there are any challenges or concerns regarding this deadline, please communicate them as soon as possible.

Thank you for your attention to this matter. I look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]