

Project Delivery Timeline Agreement

Date: [Insert Date]

From: [Your Name]
[Your Company Name]
[Your Address]
[Your Email]
[Your Phone Number]

To: [Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]

Subject: Project Delivery Timeline Agreement

Dear [Recipient's Name],

This letter serves as an agreement on the delivery timeline for the [Project Name] project.

Project Timeline

- **Project Start Date:** [Insert Start Date]
- **Phase 1 Completion:** [Insert Date]
- **Phase 2 Completion:** [Insert Date]
- **Final Delivery Date:** [Insert Delivery Date]

We appreciate your collaboration and look forward to a successful project completion according to the agreed timeline.

Thank you for your attention. Please acknowledge this agreement by signing below.

Sincerely,

[Your Name]
[Your Position]

Agreement Confirmation

[Recipient's Name]
[Recipient's Position]
Date: _____