

Project Schedule Approval Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that the project schedule for [Project Name] has been reviewed and approved. The approved schedule is attached for your reference.

Key dates are as follows:

- Project Start Date: [Start Date]
- Milestone 1: [Milestone Date]
- Completion Date: [Completion Date]

Please let us know if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]