

Project Phase Transition Confirmation

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Dear [Recipient Name],

We are pleased to confirm the transition of the [Project Name] into the [New Phase Name] phase. This transition is a significant milestone, and we appreciate the efforts and dedication that you and your team have demonstrated thus far.

As we move forward, the following actions will take place:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

We expect the new phase to commence on [Start Date] and look forward to your continued collaboration and support. Please confirm your acknowledgment of this transition at your earliest convenience.

Thank you for your attention to this matter. If you have any questions or need further information, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]