

Project Phase Transition Notification

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of the transition of our project, [Project Name], from the [Current Phase] phase to the [Next Phase] phase. This transition is scheduled to occur on [Transition Date].

As we move into this new phase, we will be focusing on [Brief Overview of Next Phase Objectives]. Our team is committed to ensuring a smooth and efficient transition, and we will continue to communicate regularly regarding progress and updates.

Please feel free to reach out if you have any questions or require further information regarding this transition.

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]