

Letter of Commencement

Date: [Insert Date]

To,
[Client's Name]
[Client's Position]
[Company Name]
[Company Address]

Dear [Client's Name],

We are pleased to formally commence our consultancy project titled "[Project Title]." As outlined in our proposal, our engagement will focus on [briefly describe the scope of the project].

The project timeline is set to begin on [Start Date] and is expected to conclude by [End Date]. We will ensure to keep you updated on our progress and any important developments.

If you have any questions or require further information, please do not hesitate to reach out. We are excited to work with you and contribute to the success of [Client's Company].

Thank you for entrusting us with this opportunity.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]