

Project Initiation Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We are pleased to initiate the consultancy engagement for the [Project Name] as discussed. This project aims to [Briefly describe the purpose of the project].

As agreed, the objectives of this engagement include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

The project timeline is scheduled as follows:

- Project Kick-off: [Date]
- Phase 1 Completion: [Date]
- Final Delivery: [Date]

We appreciate the opportunity to work with you and your team. We believe that close collaboration will lead to a successful outcome for this project. Please feel free to reach out with any questions or further clarifications.

Thank you for your trust in our consultancy services.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]