

# Project Initiation Letter

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Fast-Tracked Consultancy Project Initiation

Dear [Consultant's Name],

We are pleased to inform you that your consultancy project, titled "[Project Title]," has been approved for fast-tracking due to its strategic importance to our organization.

The key objectives of this project are as follows:

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

To ensure a smooth initiation of this project, please find the following important details:

- Start Date: [Start Date]
- Duration: [Duration]
- Budget: [Budget Amount]

We will have a kickoff meeting on [Kickoff Meeting Date] at [Meeting Location/Platform]. Please come prepared to discuss the project scope and methodology.

If you have any questions or require further information, please do not hesitate to reach out.

Looking forward to your cooperation in making this project a success.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]