

Project Initiation Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that the initiation phase of our [Project Name] has commenced. As your trusted international consultancy partner, we are excited to collaborate closely with you to ensure the successful execution of this project.

The objectives of this project include:

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

We propose to hold our kickoff meeting on [Proposed Date] to discuss the project scope, timeline, and key deliverables. Your input will be invaluable as we lay the groundwork for this initiative.

Please confirm your availability for the proposed meeting or suggest an alternative date. We are looking forward to your collaboration and are excited about the opportunities that lie ahead.

Thank you for your attention, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]