

# Confirmation of Involvement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my involvement in the [Project Name] project. I am excited to contribute and collaborate with the team on the objectives and deliverables set forth.

As per our previous discussions, my role will entail [briefly describe your role/responsibilities]. I am committed to ensuring the success of the project and look forward to working alongside you and the rest of the team.

Please do not hesitate to reach out if you require any further information or clarification regarding my involvement.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]