

Task Delegation for Our Joint Project

Dear [Friend's Name],

I hope this message finds you well. As we embark on our joint project, I wanted to outline the tasks we will be handling to ensure smooth collaboration.

Task Delegation:

- **Research and Data Collection:** [Friend's Name] will be responsible for gathering data related to [specific topic].
- **Analysis and Report Writing:** I will take charge of analyzing the collected data and compiling our findings into a report.
- **Presentation Preparation:** We will both contribute to preparing the slides for our final presentation.
- **Editing and Review:** [Friend's Name] will review the document before final submission.

Please let me know if you have any changes or if there's anything else you'd like to discuss. I'm looking forward to our collaboration!

Best regards,
[Your Name]