

# Confirmation of Project Activation

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We are pleased to confirm the activation of the [Project Name] as of [Activation Date]. This project aims to [briefly describe project objectives].

We appreciate your collaboration and support, and we look forward to achieving our goals together. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention and partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]