

Project Initiation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the initiation of the [Project Name] project as of [Start Date]. This project aims to [briefly outline the project's purpose or objectives].

The project team will consist of the following members:

- [Team Member 1 - Role]
- [Team Member 2 - Role]
- [Team Member 3 - Role]

We are excited to collaborate with you on this project and look forward to your support and cooperation. Please feel free to reach out if you have any questions or need further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]