

Project Start Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm the official start of the [Project Name] project. The project is set to commence on [Start Date] and is scheduled for completion by [End Date].

This project aims to [brief description of the project objectives and goals]. We have outlined the initial steps and milestones, which will be detailed in our upcoming project kickoff meeting scheduled for [Kickoff Meeting Date].

Should you have any questions or require further information, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your partnership and support. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]