

# Project Commencement Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the commencement of the [Project Name] project as discussed in our previous meetings. The official start date is set for [Start Date]. We appreciate your collaboration and support throughout the planning phase.

Project Overview:

- **Project Goals:** [Brief description of project goals]
- **Duration:** [Estimated project duration]
- **Key Milestones:** [List of key milestones]

Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your continued partnership. We look forward to working together on this exciting project!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]