

Project Initiation Confirmation Letter

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the initiation of the [Project Name] project. As discussed in our recent meetings, the project will commence on [Start Date] and is expected to conclude by [End Date].

The primary objectives of the project include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Please find attached the project charter for your reference.

We look forward to working closely with you and your team to ensure the success of this project. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]