

Contractor Baseline Schedule Confirmation

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally confirm the acceptance of the baseline schedule for the [Project Name]. After our review, we are pleased to acknowledge that the schedule has been approved with the following key milestones:

- Start Date: [Insert Start Date]
- Milestone 1: [Insert Milestone 1 and Date]
- Milestone 2: [Insert Milestone 2 and Date]
- Completion Date: [Insert Completion Date]

We trust that you will adhere to the outlined timelines and keep us updated on any progress or changes to the schedule. Please sign and return a copy of this letter to confirm your acknowledgment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Enclosure: Acknowledgment Copy