

Final Approval of Baseline Schedule

To: [Contractor's Name]

From: [Your Name]

Date: [Date]

Subject: Final Approval of Baseline Schedule

Dear [Contractor's Name],

We are pleased to inform you that the baseline schedule submitted on [Submission Date] has been reviewed and is hereby approved as the official project baseline.

The approved baseline schedule includes the following key milestones:

- [Milestone 1] - [Completion Date]
- [Milestone 2] - [Completion Date]
- [Milestone 3] - [Completion Date]

Please ensure that all project activities align with this approved schedule. Any changes to the baseline must be communicated and resubmitted for approval prior to implementation.

Thank you for your cooperation and commitment to the timely completion of this project.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]