

Letter of Interdisciplinary Coordination for Feasibility Assessments

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally initiate interdisciplinary coordination regarding the feasibility assessments for the [Project Name]. As the primary contractor, it is our responsibility to ensure that all disciplines involved in the project are aligned and collaboratively working towards a successful outcome.

In light of this, we propose a kick-off meeting scheduled on [Proposed Date] at [Proposed Time] at [Location/Platform]. The objectives of the meeting will include:

- Reviewing project scope and requirements.
- Identifying key stakeholders from each discipline.
- Establishing a timeline for feasibility assessments.
- Discussing potential challenges and solutions.

Please confirm your availability for the proposed date and time or suggest an alternative that works best for you. Your input is crucial to the successful coordination of this project.

Thank you for your attention to this matter. We look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]