

Contract Feasibility Study Initiation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that we would like to initiate a feasibility study related to our upcoming contract. The primary aim of this study is to assess the viability and potential impacts of the proposed contract, ensuring that all aspects are thoroughly evaluated.

We propose to schedule an initial meeting to discuss the objectives, scope, and timeline of the study. Please let us know your available dates and times.

Thank you for your attention, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]