

Consortium Project Initiation Letter

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Recipient Organization]

[Insert Recipient Address]

Dear [Insert Recipient Name],

We are pleased to formally initiate the consortium project titled "[Insert Project Title]". This project, supported by [Insert Funding Body], aims to [briefly describe the purpose and objectives of the project].

The consortium consists of the following partners:

- [Partner 1 Name]
- [Partner 2 Name]
- [Partner 3 Name]
- [Additional Partners]

In the coming weeks, we will arrange an initial meeting to discuss the project timeline, roles, and responsibilities. Kindly confirm your availability for this meeting.

We look forward to a fruitful collaboration and the successful implementation of this project.

Thank you,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]