

# Letter of Readiness to Commence Research Grant Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally confirm our readiness to commence the research project titled "[Project Title]" funded by [Funding Agency/Source]. We are excited to begin this project and are committed to adhering to the guidelines and timelines stipulated in the grant proposal.

Our research team has completed all necessary preparations, including [briefly mention preparations, e.g., securing resources, finalizing methodology]. We are well-equipped to start the project as outlined, and we have established all required partnerships and collaborations.

We look forward to making significant contributions to the field of [Research Area] and ensuring that our findings are disseminated effectively.

If there are any further requirements or documents needed, please do not hesitate to reach out.

Thank you for your support and trust in us. We are eager to embark on this journey.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]