

# Task Assignment Letter

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Dear [Contractor Name],

We are pleased to inform you that you have been selected for the following task:

## Task Details

- **Project Name:** [Project Name]
- **Task Description:** [Task Description]
- **Start Date:** [Start Date]
- **Due Date:** [Due Date]
- **Compensation:** [Compensation Details]

Please confirm your acceptance of this assignment by [Confirmation Deadline]. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]