

Letter of Assurance on Project Delivery Schedule

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to assure you of our commitment to delivering the [Project Name] on the agreed-upon schedule. Our team has been diligently working to ensure that all milestones are met and that the project advances as planned.

The current timeline indicates that we are on track to complete the project by [Final Delivery Date]. We understand the importance of this project to your operations, and we are prioritizing its timely completion.

Should there be any changes or unforeseen circumstances that might affect the delivery schedule, we will inform you immediately and provide you with a revised plan. Your satisfaction and the successful completion of this project are our top priorities.

Thank you for your continued trust in us. If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]