

Project Timeline Confirmation

Dear [Client's Name],

We are pleased to confirm the timeline for the [Project Name] project. Below are the key milestones and deadlines:

- **Project Kick-off:** [Date]
- **Phase 1 Completion:** [Date]
- **Phase 2 Completion:** [Date]
- **Final Review:** [Date]
- **Project Completion:** [Date]

Please let us know if you have any questions or if you would like to discuss this timeline further.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company]