

Official project confirmation letter

Subject: Confirmation of Project Agreement

Dear [Recipient's Name],

This letter serves as a formal confirmation of the project titled "Project Name", which has been agreed upon between [Your Company/Organization] and [Client/Partner Name]. The project is scheduled to commence on [start date] and conclude by [end date].

The scope of the project includes [brief description of deliverables], and all parties are expected to adhere to the agreed timelines, responsibilities, and budget allocations. A copy of the signed agreement is attached for your reference.

We look forward to working together on this project and achieving the objectives outlined. Should you have any questions or require clarification, please do not hesitate to contact me.

Sincerely,

[Your Full Name]

[Your Position]

[Your Organization]

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