

General project confirmation email

Subject: Project Confirmation " [Project Name]

Hi [Recipient's Name],

This is to confirm that we are moving forward with the project "[Project Name]". The start date is [start date] and the estimated completion is [end date].

As discussed, the project will include [short description of deliverables]. Please let me know if everything is aligned with your expectations.

Looking forward to collaborating.

Best regards,

[Your Name]

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