

[Date]

[Client Name]  
[Client Company]  
[Client Address]

Subject: Notification of Project Placement - [Project Name]

Dear [Client Name],

We are pleased to inform you that we have officially finalized the placement for your project, [Project Name].

After a thorough review of the requirements, we have assigned the following resource(s) to lead and execute your project:

- **Project Lead:** [Name]
- **Start Date:** [Date]
- **Estimated Completion Date:** [Date]

The assigned team has been briefed on your specific goals and is ready to begin the initial phases of development. You can expect an introductory meeting request shortly to discuss the immediate roadmap and communication protocols.

If you have any questions regarding this placement or the upcoming schedule, please feel free to reach out to me directly.

We look forward to a successful collaboration.

Best regards,

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