Date:

Subject: Project [XYZ] is going to begin

Dear Mr. ABC,

I am writing this email to draw your attention to the project that our company is going to initiate on 14th March 20XX. We already have had enough discussions with you and the roles of every person connected with this project are clearly defined. We would like to ask you to show your involvement as and when it is required. If you want to modify anything regarding the project, please feel free to contact the concerned authorities.

Thank you so much for reviewing this email. We look forward to your kind response. We hope that we shall be able to complete this project in time.

Regards,

Sender’s name

Designation in the company