

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of EHR Project Timeline

I hope this message finds you well. I am writing to confirm the timeline for our Electronic Health Records (EHR) project as discussed in our recent meetings.

The key milestones are as follows:

1. **Project Initiation**: [Start Date]
2. **Requirements Gathering**: [Start Date] to [End Date]
3. **System Design**: [Start Date] to [End Date]
4. **Implementation Phase**: [Start Date] to [End Date]
5. **Testing and Quality Assurance**: [Start Date] to [End Date]
6. **Training and Deployment**: [Start Date] to [End Date]
7. **Project Closure**: [Expected Completion Date]

Please review the timeline and let me know if there are any adjustments or concerns. We appreciate your collaboration and support as we move forward with this critical initiative for our organization.

Thank you for your attention. I look forward to our continued partnership in this project.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]