

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

Dear [Recipient Name],

Subject: Kickoff Meeting for UX Design Project

I hope this message finds you well. I am excited to officially kick off our UX design project aimed at [briefly describe project goals or objectives].

To ensure a smooth start, I would like to schedule a kickoff meeting. During this meeting, we will discuss project scope, timelines, roles, and expectations, as well as gather initial insights from your team.

Please let me know your availability for the following dates and times:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

Once we confirm a suitable time, I will send out a calendar invite along with an agenda for the meeting.

Thank you for your collaboration, and I look forward to working together to create an outstanding user experience.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]