

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[UHS Group Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss our upcoming group project regarding [Project Topic].

[Briefly describe the purpose of the project and any relevant details. Include any goals and the importance of collaboration.]

Our group has decided to divide the tasks as follows:

1. [Task 1] - [Group Member Name]
2. [Task 2] - [Group Member Name]
3. [Task 3] - [Group Member Name]

We plan to meet regularly to ensure we are on track and to support one another throughout the process. Our next meeting is scheduled for [Date and Time].

Please feel free to reach out if you have any questions or need further clarification. We appreciate your involvement and look forward to working together.

Sincerely,

[Your Name]
[Your Role in the Project]
[Your Position]