

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Re: Commencement of Drafting - [Project Name/Contract Reference Number]

Dear [Recipient Name],

Following our recent discussions on [Date], I am writing to formally confirm that we have commenced the initial drafting of the [Type of Contract, e.g., Master Service Agreement] between [Company A] and [Company B].

The draft will incorporate the following key terms as agreed:

- [Key Term 1]
- [Key Term 2]
- [Key Term 3]

We anticipate providing the first version for your review by [Date]. During this drafting period, we may contact you for further clarification on [Specific Clauses/Technical Specifications].

Once the draft is delivered, we look forward to your feedback and proceeding toward the final execution of the agreement.

Sincerely,

[Signature]

[Sender Printed Name]