Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I have been put in-charge of the ABC project by you as discussed during our meeting on Friday. I will be overlooking the final stage of the project and must ensure it reaches completion within the deadline assigned by the client. The technical department will be reporting to me directly. The head of the department is answerable to me in case of any delays or other issues. I request you to circulate a memo for the purpose of confirmation of this authorization. I need a written record of your permission before I can act as the leader of the team.

Moreover, kindly let me know if there are any more details that we missed out during our meeting. I need your remarks on the final draft of the presentation before presenting it to the client.

I shall proceed with your orders from this Thursday after your memo has reached everyone in the office.

Regards,  
Your name