

**(FINAL BENEFICIARY/ [ORGANISATION] LETTERHEAD)**

Director General  
Planning and Priorities Co-ordination Division

Ministry for Foreign and European Affairs  
Parliamentary Secretariat for European Funds

**(DATE)**

**Re: Change in Project Leader for (Project Number)**

Dear Mr/Ms

With reference to the above mentioned project, we would like to notify that **(name of new project leader)** who holds the position of **(function/title/position)** within the Beneficiary organisation, has accepted to take the responsibility on all matters related to the EU co-financed project **(Project number)**. Project Leader, replacing **(insert name of outgoing project leader)**. This change will come into effect as on **(date)**. The Beneficiary also declares that the outgoing Project Leader has handed over to the best of his/her knowledge all the documentation and information related to the project, to the new Project Leader who has accepted and acknowledges such fact.

Delegated by:

\_\_\_\_\_  
**(Name of outgoing Project Leader)**

\_\_\_\_\_  
Signature

Acceptance by:

\_\_\_\_\_  
**(Name of new Project Leader)**

\_\_\_\_\_  
Signature

