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| ***(BENEFICIARY/IMPLEMENTING BODY [ORGANISATION] LETTERHEAD)***   Director General Planning and Priorities Co-ordination Division / Funds and Programmes Division  ***(DATE)***   **Re: Change in Project Leader for (Operation Number / Measure)**  Dear Dr Scicluna / Ing Camilleri With reference to the above-mentioned operation/measure, we would like to notify that ***(name of new project leader)*** who holds the position of ***(function/title/position)***within the organisation, has accepted to take the responsibility on all matters related to the EU (co)financed operation/measure***.*** The said Project Leader shall be replacing ***(insert name of outgoing project leader)*.** This change will come into effect as on ***(date).*** The Beneficiary/Implementing Body 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 operation/measure, to the new Project Leader who has accepted and acknowledges such fact.   Delegated by:  ***(Name of outgoing Project Leader)*** SignatureAcceptance by:  ***(Name of new Project Leader)*** Signature |

