

Project Closure Letter

Date: [Insert Date]

To,

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, ZIP]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally inform you of the completion of our freelance project, [Project Name], which was initiated on [Start Date] and concluded on [End Date].

Throughout this project, I have appreciated the opportunity to work with you and your team. The deliverables, as per our agreement, include [list deliverables]. I trust that they meet your expectations and requirements.

If you require any further assistance or modifications, please do not hesitate to reach out. I am always here to help.

Thank you once again for your collaboration and support. I look forward to the possibility of working together on future projects.

Best regards,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Your Contact Information]