

Consultancy Project Closure Confirmation

Date: **[Insert Date]**

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm the closure of the consultancy project titled "**[Project Title]**" which commenced on **[Start Date]** and concluded on **[End Date]**.

Throughout this project, our team has focused on delivering [briefly state the objectives or deliverables]. We are delighted to inform you that all project deliverables have been successfully completed and have met the agreed-upon criteria.

Please find attached the final project report and any relevant documentation for your records. We encourage you to review the outcomes and share any feedback you may have.

We would like to express our gratitude for the opportunity to collaborate with you and your team. It has been a rewarding experience, and we hope to work together on future projects.

If you have any questions, please feel free to reach out at your convenience.

Thank you once again.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]