

Verification of Project Outputs

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to verify the outputs of the [Project Name], which was conducted from [Start Date] to [End Date]. The project aimed to [Brief Description of Project Objectives].

We have completed the following key outputs:

- [Output 1]
- [Output 2]
- [Output 3]

All activities were carried out in accordance with the project plan, and we have collected the necessary data to support these outputs. The results are attached here for your review.

If you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]