

Job Completion Acknowledgment

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

[Email Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally acknowledge the completion of the freelance project titled "[Project Title]" which we undertook on [Start Date].

I am pleased to inform you that the project has been completed as per the outlined requirements and within the agreed timeframe. The final deliverables include:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Thank you for the opportunity to work on this project. It has been a pleasure collaborating with you, and I appreciate your feedback and support throughout the process.

If you have any further questions or need additional revisions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]